



**CHILD SUPPORT, S. 7 EXPENSES, SPOUSAL SUPPORT AND PROPERTY DIVISION
Minimum Income Disclosure Requirements For Mediation**

PLEASE BRING 2 COPIES OF THE FOLLOWING
(1 copy for the Mediator and 1 copy for the other Party)

BOTH PARTIES:

- 1) Completed/Updated Form 13.1 (attached)
- 2) Last 3 years: Copy of personal income tax return, with all schedules, attachments (2016, 2017 and 2018 if available, otherwise 2015)
- 3) Notice of assessment or re-assessment for the last 3 years. (2016, 2017 and 2018 if available, otherwise 2015).
- 4) A copy of all income slips (T4s, T4As, T5s, etc.) received for any of the three most recent taxation years for which a tax return has not been filed.

PLUS:

ALL PAYOR(S) WHO ARE SALARIED EMPLOYEES

- 1) A copy of the most recent pay stub or statement with year-to-date income for the current calendar year.
- 2) If relevant, a copy of your benefits package outlining all employee benefits for health care, dental care, prescriptions and life insurance.

IF THE PAYOR(S) IS SELF-EMPLOYED PARTY (SOLE PROPRIETOR)

For the last 3 years: (2016, 2017, 2018, if 2018 not available, 2015)

- 1) Year end financial statements for all businesses, including income and expense statements and list of assets, liabilities and debts.
- 2) The most recent monthly or quarterly income and expense statement for all businesses (current year)
- 3) A statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, the party and persons or corporations with whom the party does not deal at arm's length.
- 4) A copy of any application made by or for the business for a loan, line of credit, credit card or mortgage, including any statement of income or net worth provided by or for the business.

If you are incorporated, or are a partner in a partnership, then in addition, you should produce a copy of your partnership agreement.

Thank-you.

PFMS

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In addition to completing Form 13.1, for Property Division and Net Family Equalization, please bring:

Check	Item
	Appraisal or real estate evaluation of matrimonial home
	Book values of motor vehicles
	Statements from banks, etc. setting out balances in chequing, savings, and RRSP accounts as of date of separation and current date
	Statements from banks, etc. setting out balances outstanding on mortgages, lines of credit, credit cards, etc. as of date of separation and current date
	Statements of all outstanding loans
	Statement from employer providing particulars as to pension plans
	List of household contents (furniture etc.)
	All investments
	Information pertaining to inheritance or special gifts
	Appraisal or real estate value of significant property items outside the matrimonial home