

FARNHAM MEDIATION

FAMILY COMMERCIAL WORKPLACE

FINANCIAL DISCLOSURE FORMS TO BE COMPLETED FOR FAMILY MEDIATION

What are these forms?

These forms are designed to draw together all your financial information, which will be used during mediation. It is important that any proposals agreed in mediation are based on full knowledge of each other's financial situation. Your solicitors will also need to refer to these forms and attached documents when they advise you on any proposals reached and when they draft the final consent order. The court will also need to see a summary of your finances to assess whether the order submitted is appropriate.

It is vital that all details of your finances are disclosed; should there be any avoidance of relevant information then any court order made can be set aside.

Please include anything in your own name or joint names or your name with a third party. This should include any and all assets, liabilities, income and expenditure both here or in any other country.

As you go through the form:

- Please produce a supporting document for every figure you give. These should be as current as possible; any difficulties you can discuss with your mediator. Please see the sheet entitled 'Documents Produced in Mediation' at the end of the pack for further guidance on criteria for your documents.
- Many sections you may find are not applicable, which you can mark N/A
- If there isn't enough space to list your items, please mark 'additional information on separate sheet' and include an extra sheet at the end.

If you can't track down all the information for your first mediation session, don't worry, initial work can often be done with working figures, although it will be essential to fully complete the form and produce all documentation before proposals can be agreed.

When you have completed the form, you will need to copy it and the supporting documents **twice**: one copy for your spouse / partner and one for mediator.

You will see that the forms cover 3 areas:

- your **income**, worked out on a monthly basis
- your **estimated future expenditure**, worked out on a monthly basis
- your **assets and liabilities**

All information which you give regarding your income, assets and liabilities is regarded as **open information**, which, should there be any subsequent court proceedings, can be referred to in court.

The next section shows a summary of the main areas on which disclosure will be needed for mediation. Please also see that final document in the pack: '**Documents Produced in Mediation**' for

more guidance on the supporting evidence you need to produce.

Documents Required to Verify Statements of Income, Assets & Liabilities

Please provide a copy for each of you and one for the mediator(s)

You may need to request some of these details specifically

Income

- Last three pay slips, or more if irregular income
- Form P60 (issued to employees giving details of annual gross pay & deductions).
- If self employed: accounts, tax return and computation and tax assessments for previous 2 years.
- Income from investments over past 2 or 3 years, e.g. dividends, interest.

Your home(s) and any other properties

- Valuation of house (estimates can be obtained from 2 or 3 local estate agents).
- Mortgage: name, address and acc/ref number of building society or other lender.
- Details of endowment/pension/pep mortgage: date of maturity, value on maturity, current surrender/fund/transfer value of scheme.
- If rented, tenancy agreement or rent book.

Savings and Assets

- Bank, building society, savings accounts: provide name, a/c no., and copies of recent statements and pass books showing balances.
- Certificates of ownership of stock, shares, unit and investment trusts with current valuations.
- Details, including valuations, of any valuables (e.g. jewellery, antiques) and how they were acquired.
- Copy of any trusts of which you or your children are beneficiaries.

Pensions and Life Insurance Policies

- Details of occupational and personal pensions, superannuation schemes, SERPS and AVCs: Copy of rules of Scheme, and statement showing transfer value of pension, widow(er)s' and death on service benefits and projected value on retirement.
- Copies of any other life policies: sum assured, date of maturity, current surrender values, and names of beneficiaries.

Maintenance

- Copies of all court orders, maintenance agreements, or CSA assessment.
- Details of any regular provision to or from someone else (e.g. deeds of covenant from grandparents).

Debts

- Credit agreements and loan documents giving details of all money owed either individually or jointly.

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Budget

Please base your income on what you received over the last 12 months (weekly income can be multiplied by 4.3 to convert to monthly)

A1 MONTHLY INCOME FROM EMPLOYMENT & SELF EMPLOYMENT

Salary/Wages (gross) (attach pay slips and most recent P60) £ _____
Part time earnings £ _____
Overtime/Bonus/commission (not included in above) £ _____

LESS

National Insurance £ _____
Income Tax £ _____
Pension Contributions/Private Plan £ _____
Other - please specify (e.g. Union Sub.) £ _____

TOTAL DEDUCTIONS:

Net income from employment £ _____

OR If SELF EMPLOYED – drawings (provide latest accounts): £ _____

A2 OTHER INCOME

Child Benefit £ _____
Working Tax Credit (if not paid with wages) £ _____
Child Tax Credit £ _____
Child Support from any previous partner £ _____
Dividends or Interest Received £ _____
Income from Property £ _____
Income from Trusts & Shares and any Pension £ _____
Other income from any source, e.g. fees, casual payments £ _____

TOTAL £ _____

LESS likely tax liability £ _____

TOTAL NET MONTHLY INCOME £ _____

Expenditure

When filling in this section, you are aiming to look at a situation when you have separated. You are trying to estimate how much it will cost to live on your own / with any children. Try to be realistic, not to over-inflate or underestimate items. Most people have to make adjustments to their standard of living, but it is better to make these adjustments when all the information is in front of you.

Any figures given here are treated as estimates and working figures and often need adjustment during mediation. Many people first complete this section in pencil. During your first mediation session, your mediator will summarise your respective figures and look with you both at the feasibility of any plans.

MONTHLY EXPENDITURE

Checklist of Expenditure Items

1. Accommodation	Cost (£)	3. Utilities	Cost (£)
Mortgage/rent/service charge	_____		
Pension/pep/endowment premiums (linked to mortgage)	_____	Council Tax	_____
Building & contents insurance	_____	Water/sewerage rates	_____
Repairs/decorating/maintenance	_____	Gas/oil/Solid fuel	_____
Other (please specify)	_____	Electricity	_____
Mobile Phone	_____	Telephone	_____
TV licence	_____		
Total	_____	Total	_____
2. Financial Commitments (list)		4. Transport	
Bank & other loan repayments	_____	Vehicle repayments	_____
HP & Finance Houses	_____	Insurance/ road tax	_____
Clubs/ mail order catalogues	_____	Servicing/ repairs & MOT	_____
Credit & Store cards	_____	AA/RAC/ breakdown	_____
Pension Contributions (not included on income sheet)	_____	Petrol/Parking	_____
Other insurance, premiums (e.g. medical, life – specify)	_____		
Any investments or regular savings (e.g. share save)	_____	Public Transport	_____
Maintenance to previous partner	_____		
Total	_____	Total	_____

5. Household Expenses	Cost (£)	8. Children's Expenses	Cost (£)
Food/milk/general house	_____	Child care	
Vet bills etc	_____	Babysitting	_____
Domestic/window cleaning/ gardening	_____	Nursery/playgroup	_____
Dry cleaning/laundry /shoe repairs	_____	Childminder/nanny	_____
TV/video recorder rental	_____	Other (please specify)	_____
Satellite/Cable/internet subscriptions	_____		
Other (please specify)	_____		
Total	_____	Total	_____
6. Personal Expenses		Recreation	
Clothes (for self)	_____	Clothes/shoes	_____
Hair/toiletries/cosmetics	_____	Clubs/groups	_____
Newspaper/magazine	_____	Equipment/lessons (e.g. sport, music)	_____
Dental/optician	_____	Pocket money/allowance	_____
Other health expenses	_____	Other (please specify)	_____
Tobacco	_____	Total	_____
Alcohol	_____	Education	_____
Meals at work	_____	Travel to school	_____
Presents (Christmas/birthdays)	_____	School meals	_____
Charitable giving	_____	School trips	_____
Stationery/postage	_____	School Uniform/ sports gear	_____
Other (please specify)	_____	School & college fees	_____
Total	_____	Extra tuition	_____
7. Recreation		Support to students in Further and/or Higher Education	_____
Holidays/outings	_____	Total	_____
Sports/hobbies	_____	Personal Care	_____
Cinema/theatre/concerts/video	_____	Nappies	_____
Meals out/entertaining	_____	Toiletries/hairdresser	_____
Other (please specify)	_____		
Total	_____		
		Total Children's Expenses	_____

C: Assets and Liabilities

The family home

Address:

Date of purchase

Joint /sole ownership

Deposit: £ _____

Freehold / Leasehold

Purchase price: £ _____

Date of Valuation

1. Current Value £ _____

2. Less mortgage 1 £ _____

3. Less mortgage 2 £ _____

4. Less penalties if sell now £ _____

5. Estimated Sales costs £ _____

NET EQUITY £ _____

Type and term of mortgage 1,2 etc, and whose names are they in:

1.

2.

Name and address of mortgage companies

Other Properties

Address:

Date of purchase

Joint /sole ownership

Deposit: £ _____

Freehold / Leasehold

Purchase price: £ _____

Date of Valuation

1. Current Value £ _____

2. Less mortgage 1 £ _____

3. Less mortgage 2 £ _____

4. Less penalties if sell now £ _____

5. Estimated Sales costs £ _____

NET EQUITY £ _____

Type and term of mortgage 1,2 etc, and whose names are they in:

1.

2.

Name and address of mortgage companies

Savings schemes linked to mortgage (e.g. endowments / linked accounts)							
Company	Type of Scheme	Joint/sole	Date taken out	Maturity date	Estimated maturity value	Sum assured	Current surrender/transfer/fund value

4. Bank, Building Society, National Savings accounts (2.3) (If the account is overdrawn include the figures in section 11 below)					
Name of Bank, Building Society, Other	Last four figures in a/c no.	Current/Deposit	Joint/Sole	Balance	Date

5. Stocks, shares & quoted securities (2.4)					
Name of holding	Type of holding	Number/Size	Joint/Sole	Value	Date

5b National Savings certificates (2.4)			
Name of Issue	Joint/sole	Nominal amount	Current value

5c National Savings Bonds, including premium bonds (2.4)			
Type of Bond	Bondholder's no.	Joint/sole	Current value

6. Insurance policies, including those with no surrender value (2.5)						
Name of Company	Policy number	Policy Type	Life assured	Estimated maturity value	Maturity date	Surrender value

7. Money owed to you (2.6)

Description of all sums owed to you e.g. in company/business accounts, by family members etc	Joint/sole	Amount

8. Cash over £500 not included anywhere above (2.7)

Where it is held	Joint/ sole	Currency	Amount

9. Cars, boats, caravans and other vehicles worth more than £500 (2.8)

Description	Joint/sole	Market Value

10. Valuables including furniture, antiques, jewellery, pictures, house contents worth more than £500 (2.8)

Description	Joint/sole	Market Value

11. Other realisable assets not listed above, eg Unit trusts, business expansion schemes, inheritance in the foreseeable future (2.14)

Give details of any other assets not listed above.

INCLUDE (the following list is not exhaustive):

- Any personal or business assets not yet disclosed
- Unrealisable assets
- Share options schemes, stating the estimated net sale proceeds of the shares if the options were capable of exercise now, and whether Capital Gains Tax or Income Tax would be payable
- Business expansion schemes
- Futures
- Commodities
- Trust interests (including interests under a discretionary trust), stating your estimate of the value of the interest and when it is likely to become realisable. If you say it will never be realisable, or has no value, give reasons
- Any asset that is likely to be received in the foreseeable future
- Any asset held on your behalf by a third party
- Any asset not disclosed elsewhere on this form even if held outside England & Wales

<i>Type of Asset</i>	<i>Value (£)</i>
TOTAL	

12. Business interests (2.11)			
Name and Nature of Business	Basis of Valuation	Your estimate of current value	Total amount of any sums owed to you by way of a directors loan account, partnership capital or current account

Complete one page for each business

13. Any liabilities (apart from mortgages) - including credit and store cards; bank overdrafts; loans; tax liabilities, unpaid legal fees, hire purchase etc (2.9)	
Nature of debts and to whom owed	Outstanding amount

14. Capital Gains Tax liability - if any of your assets would attract capital gains tax if they were sold or transferred (2.10)	
Asset	Estimated Capital Gains

15. Pensions

EXCLUDE:

- Basic State Pension

INCLUDE (complete a separate page for each one):

- Additional State Pension (SERPS and State Second Pension (S2P))
- Free Standing Additional Voluntary Contribution Schemes (FSAVC) separate from the scheme of your employer

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- Membership of ALL pension plans or schemes

Documentation required for attachment to this section:

a) A recent statement showing the cash equivalent transfer value (CETV) provided by the trustees or managers of each pension arrangement (or, in the case of the additional state pension, a valuation of these rights)

b) If any valuation is not available, give the estimated date when it will be available and attach a copy of your letter to the pension company or administrators from whom the information was sought and/or state the date on which an application for a valuation of a State Earnings Related Pension Scheme was submitted to the Department of Work and Pensions

Name & address of pension arrangement	
Your National Insurance Number	
Number of pension arrangement or reference number	
Type of scheme, e.g. occupational or personal, final salary, money purchase, additional state pension or other (if other, please give details)	
Date the CETV was calculated	
Is the pension in payment or drawdown or deferment? <i>(Please say which, if any)</i>	
State the cash equivalent transfer value (CETV) or, if in payment cash equivalent benefit (CEB), quotation and/or in the case of the additional state pension, the valuation of those rights If the arrangement is an occupational pension arrangement that has reduced CETVs, please quote what the CETV would have been if not reduced. If this is not possible, please indicate if the CETV quoted is a reduced CETV	
Total value of ALL your pension assets:	

The following list shows the documents you must attach to your Open Financial Statement if applicable. You may attach other documents where it is necessary to explain or clarify any of the information that you provide.

Client 1		Document	Client 2	
Rec'd	Date		Rec'd	Date
		Matrimonial home valuation: a copy of any recent (within past 6 months) valuation relating to the matrimonial home.		
		Matrimonial home mortgage(s): a recent (within past 6 months) mortgage statement in respect of each mortgage on the matrimonial home confirming the amount outstanding.		
		Any other property: a copy of any recent (within past 6 months) valuation relating to each other property disclosed.		
		Any other property mortgage: a recent (within past 6 months) mortgage statement in respect of each mortgage on each property disclosed confirming the amount outstanding		
		Personal bank, building society and National Savings accounts: copies of statements for the last 6 months for each account that has been held in the last twelve months, either in your own name or in which you have or have had any interest		
		Other investments: the latest statement or dividend counterfoil relating to each investment disclosed		
		Life insurance (including endowment) policies: a surrender valuation for each policy that has a surrender value		
		Business interests: a copy of the business accounts for the last two financial years for each business interest disclosed		
		Business interests: any documentation that is available to confirm the estimate of the current value of the business, for example, a letter from an accountant or formal valuation if that has been obtained.		
		Pension rights: a recent (within past 6 months) statement showing the cash equivalent transfer value (CETV) from each pension provider you have disclosed (or, in the case of the additional state pension, a valuation of these rights). If not yet available, attach a copy of the letter requesting the information.		
		Employment income: your P60 for the last financial year in respect of each employment that you have		
		Employment income: your last three payslips in respect of each employment that you have		
		Employment income: your last form P11D (work related expenses) if you have been issued with one.		
		Self-employment or partnership income: a copy of your last tax assessment or if that is not available, a letter from your accountant confirming your tax liability		
		Self-employment or partnership income: if net income from the last financial year and the estimated income for the next twelve months is significantly different, a copy of the management accounts for the period since your last accounts		
		Description of other documents attached:		
		Application to vary an order: if applicable, attaché a copy of the relevant order		