

# FarnhamMediation

## 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.

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## **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): £ \_\_\_\_\_  
OR if a DIRECTOR of a COMPANY- dividends and/ or salary (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** £ \_\_\_\_\_

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## MONTHLY EXPENDITURE

<p><b>Guidance for Monthly Expenditure</b></p> <p>Each of you will need to fill in a separate sheet for your expenditure. <b>If you are not yet separated, fill in the sheet as if you were.</b> The aim is to arrive at a reliable picture of how you could each manage once you are living apart.</p> <p>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.</p> <p>Any figures given here are treated as estimates and working figures - and will 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.</p> <p>To assist you, please find a detailed list of the range of items most families spend money on. This can guide you to arrive at the broad figures listed under the headings 1-8. These totals will be the ones used eventually in the mediation process.</p> <p><b>Entering figures now does not commit you to that amount: they are starting figures.</b></p>	The broad category totals you need are as follows:	
	<b>1. Accommodation</b>	£ _____
	<b>2. Utilities</b>	£ _____
	<b>3. Financial Commitments</b>	£ _____
	<b>4. Transport</b>	£ _____
	<b>5. Household Expenses</b>	£ _____
	<b>6. Personal Expenses</b>	£ _____
	<b>7. Recreational Expenses</b>	£ _____
	<b>8. Children's Expenses</b>	£ _____
	<b>TOTAL</b>	£ _____
<p><b>You will find a schedule below setting out all the things you might need to consider when working out these totals.</b></p>		

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1. Accommodation	Cost (£)	2. Utilities	Cost (£)
Mortgage/rent/service charge		Council Tax	
Pension/pep/endowment premiums (linked to mortgage)		Water/sewerage rates	
Building & contents insurance		Gas/oil/Solid fuel	
Repairs/decorating/maintenance		Electricity	
Other (please specify)		Telephone	
		Mobile Phone	
		TV licence	
<b>TOTAL ACCOMODATION</b>	£_____	<b>TOTAL UTILITIES</b>	£_____
<b>3. Financial Commitments (list)</b>		<b>4. Transport</b>	
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)		Public Transport	
Any investments or regular savings (e.g. share save)		Other (please specify)	
Maintenance to previous partner			
Other (please specify)			
<b>TOTAL FINANCIAL COMMITMENTS</b>	£_____	<b>TOTAL TRANSPORT</b>	£_____

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

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## 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

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

<b>4. Bank, Building Society, National Savings accounts (2.3)</b> (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

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



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<b>5b National Savings certificates (2.4)</b>			
Name of Issue	Joint/sole	Nominal amount	Current value
<b>5c National Savings Bonds, including premium bonds (2.4)</b>			
Type of Bond	Bondholder's no.	Joint/sole	Current value

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

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<b>7. Money owed to you (2.6)</b>		
Description of all sums owed to you e.g. in company/business accounts, by family members etc.	Joint/sole	Amount

<b>8. Cash over £500 not included anywhere above (2.7)</b>			
Where it is held	Joint/ sole	Currency	Amount

<b>9. Cars, boats, caravans and other vehicles worth more than £500 (2.8)</b>		
Description	Joint/sole	Market Value

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10. Valuables including furniture, antiques, jewellery, pictures, house contents worth more than £500 (2.8)		
Description	Joint/sole	Market Value

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## 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

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

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<b>12. Business interests (2.11)</b>			
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

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

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

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## 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
- 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? (Please say which, if any)	
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	
<b>Total value of ALL your pension assets:</b>	

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**16 If you have subsequently married or formed a civil partnership (or intend to) or are living with another person (or intend to within the next 6 months), give brief details, so far as they are known to you, of his or her assets and liabilities (4.6)**

<i>Assets</i>		<i>Liabilities</i>	
Item	Value (if known)	Item	Value (if known)
Total Assets		Total Liabilities	

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**16 If you have subsequently married or formed a civil partnership (or intend to) or are living with another person (or intend to within the next 6 months), give brief details, so far as they are known to you, of his or her income (4.6)**

<i>Annual Income</i>	
Nature of Income	<i>Value (Gross/Net if known)</i>
<b>Total Income</b>	£



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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.

<i>Document</i>	C1 Date	C2 Date
<b>Matrimonial home valuation:</b> a copy of any recent (within past 6 months) valuation relating to the matrimonial home.		
<b>Matrimonial home mortgage(s):</b> a recent (within past 6 months) mortgage statement in respect of each mortgage on the matrimonial home confirming the amount outstanding.		
<b>Any other property:</b> a copy of any recent (within past 6 months) valuation relating to each other property disclosed.		
<b>Any other property mortgage:</b> a recent (within past 6 months) mortgage statement in respect of each mortgage on each property disclosed confirming the amount outstanding		
<b>Personal bank, building society and National Savings accounts:</b> 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		
<b>Other investments:</b> the latest statement or dividend counterfoil relating to each investment disclosed		
<b>Life insurance (including endowment) policies:</b> a surrender valuation for each policy that has a surrender value		
<b>Business interests:</b> a copy of the business accounts for the last two financial years for each business interest disclosed		
<b>Business interests:</b> 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.		
<b>Pension rights:</b> 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.		
<b>Employment income:</b> your P60 for the last financial year in respect of each employment that you have		
<b>Employment income:</b> your last three payslips in respect of each employment that you have		
<b>Employment income:</b> your last form P11D (work related expenses) if you have been issued with one.		
<b>Self-employment or partnership income:</b> a copy of your last tax assessment or if that is not available, a letter from your accountant confirming your tax liability		
<b>Self-employment or partnership income:</b> 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		
<b>Description of other documents attached:</b>		
<b>Application to vary an order:</b> if applicable, attaché a copy of the relevant order		