

Filling out a Short Form Financial Statement

After you have filed for divorce and served your spouse, your next step is to exchange [Rule 410 Documents](#) and to exchange financial statements. Below is some general information for veterans on how to fill out a short form financial statement. Please note this document is not a substitute for legal advice and does not consider your individual circumstances.

- 1) Write the names of the parties, the division (county) and docket number for your case at the top of the page.** The person that filed the complaint is the plaintiff and the other party is the defendant. The docket number should have been filled out on your complaint by the clerk when you filed your documents. It should also be listed on the summons. Keep this number on hand as you will refer to it frequently throughout the case.
- 2) Personal information.** Fill out your name, the last 4 of your social security number (e.g. xxx-xx-1234), your mailing address (if your address is impounded under a 209A Restraining Order you can write “IMPOUNDED”), phone number and date of birth. You will also need to list the number of children living with you (this includes children from other relationships). Next, if you are working list your primary job in the occupation field (for example store clerk, construction, etc.). If you are a student you can write in “student” or if you are not working because you are disabled, write “N/A”.

Fill in the name and address of your employer. If you are disabled, you should write “N/A” for the employer’s address and telephone number as well. Under Insurance, if you receive your healthcare at the VA, check the “yes” box and write in “VA Healthcare” or “Department of Veterans Affairs” as the name of your insurance provider.

- 3) Gross Weekly Income.** You need to complete this form using your gross income. Gross income is your income before taxes or deductions. **To get your weekly income, take your monthly income and divide by 4.3.** You also need to fill out every line of a financial statement, even if the information does not apply to you. If you do not receive money from one of the listed sources, write “0.” If you work at a single job put the amount you earn under base pay on line (a) and check off if it is from salary or hourly wages. List any over-time pay on line (b). If you have a main job and then also work part-time at another job put your part-time job income on line (c). If you only earn over-time pay or pay from a secondary job rarely, such as extra hours during the holidays, you may want to make a note next to that income that it is not usually available.

If your income is from benefits do not list it under wages. If you receive income from Social Security Disability Insurance (SSDI), that should be listed on line (j). VA service-connected

disability should be listed on line (k). If you receive benefits based on financial need, such as SSI, Chapter 115 benefits, or VA non-service connected pension, those should be listed on line (l). It is a good idea to make a note next to these amounts about where your benefits come from so the Court will know the source of the payments.

- 4) **Itemized Deductions from Gross Income.** These deductions should be listed on your pay stub. If you receive benefits that are not taxed, such as service connected disability benefits or Chapter 115 benefits, you should write N/A in line (a) and (b) next to “exemptions” and \$0 in the column on the righthand side (remember – every line must be filled in!). If you are on SSDI you will likely also have a deduction for Medicare Part B. The standard 2021 Medicare Part B deduction is \$148.50 per month which is \$34 per week. **Don’t forget to enter weekly numbers!**
- 5) **Other Deductions from Salary/Wages.** Same as above – these should be listed on your pay stubs. They are not applicable if you receive service connected disability or Chapter 115 benefits.
- 6) **Gross Income from Prior Year.** Gross income is income before taxes and other deductions are taken out. You should be able to get this information from your taxes or W2 forms. If you did not file taxes last year, which is often the case if your income is from benefits that are not taxed, you can estimate. Take your monthly benefits and multiply by 12, then write in that number on the righthand side. You may want to put a note: “Estimated. All income was from disability benefits.”
- 7) **Number of years you have paid into social security.** You should be able to get this information from your annual social security statement or ssa.gov/myaccount. If you cannot get this information from Social Security, it is ok to estimate this number as well, just make sure to write “estimate” next to this line. You can estimate by counting the number of years you worked at a job where Social Security taxes were taken out of your paycheck. When did you start working? Are you still working?
- 8) **Weekly Expenses.** Take your monthly expenses and divide by 4.3 to get weekly expenses. If you do not have an expense, like “(c)maintenance/repair”, write in “\$0”. Some other expenses that you may have that are not listed here include cable/internet and a T or commuter rail pass.
- 9) **Counsel Fees.** If you do not have an attorney, just write “0” or “N/A”.
- 10) **Assets.** (a) Real estate – If you own real estate, list the address of the property. The information regarding the title should be available on the deed (for example, do you own the property with someone else as joint tenants?). You can look up your deed using your name and address at <https://www.masslandrecords.com/>. You can get an estimate of the fair market value of the property from Zillow or realtor.com. If you use a site like Zillow, it is a good idea to make a note next to this line that this is an estimate and the source, for example write “Estimate from Zillow.” If a more precise value is needed the Court may require you to get

an appraisal. The outstanding mortgage balance should be available on your last monthly mortgage statement.

For (b) Motor Vehicles – you should be able to get the fair market value of the car by using [Kelley Blue Book](http://kbb.com) (kbb.com). If you have a car loan be sure to list the outstanding balance too. If you are completing the Financial Statement on a paper form, instead of electronically, subtract the loan amount from the fair market value to determine the equity. If you complete the form electronically it will do the math for you.

For (c), if you do not have any retirement accounts you can just write “N/A” and 0s in the righthand column. Otherwise, you should try and obtain the balances by calling the account administrators or logging onto your account online or from your most recent statement.

For (e), list the present cash value of life insurance if you have it. This is a common feature of whole-life life insurance plans if they include an investment feature, but may not be included in every policy. This is the portion of your policy you may be able to borrow against in the event of an emergency.

For (f), you need to list all of your bank accounts, including the name of the bank and the last four digits of the account numbers, as well as their current balances. If you checked your accounts on a different day than when you are filing the Financial Statement form, it is a good idea to include an “as of” date (for example, note on the form “balance is as of 6/2/21”). An “as of” date is also helpful if you receive monthly benefit payments so the Court can see if those were just deposited as opposed to amounts you’ve saved.

11) Liabilities. This is where you should list anyone you owe money to, including credit card companies, personal loans, the Department of Revenue (for child support), the IRS or MA (for back taxes), or the VA (if you have an overpayment). It may be helpful to obtain a copy of your credit report in order to complete this section. You can get a free credit report every year from annualcreditreport.com.

12) Certification. You are signing your financial statement under the pains and penalties of perjury so it is important this information is as accurate as possible. You should refer to your bank accounts when completing this information. Remember that all amounts are listed weekly so it is a good idea to double check that you haven’t listed monthly amounts by accident before you sign the form. One of the quickest ways to risk losing your credibility with the Court is by listing incorrect information on your Financial Statement. If possible, it is also a good idea to include copies of your most recent pay stubs and/or benefit award letters when submitting this information to the court. Although court files are public records, financial statements are kept in a separate impounded file that only Parties and their attorneys have access to after presenting a valid identification so your information will be protected.

13) Printing. If you can, print this form on pink paper. Using pink paper helps the Court staff make sure your financial information is not part of the public Court file.