INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(c) FAMILY LAW FINANCIAL AFFIDAVIT (LONG FORM) (10/21)

When should this form be used?

This form should be used when you are involved in a family law case which requires a <u>financial affidavit</u> and your individual gross income is \$50,000 OR MORE per year unless:

- (1) You are filing a simplified dissolution of marriage under rule 12.105 and both parties have waived the filing of financial affidavits;
- (2) you have no minor children, no support issues, and have filed a written settlement agreement disposing of all financial issues; or
- (3) the court lacks jurisdiction to determine any financial issues.

This form should be typed or printed in black ink. After completing this form, you should sign the form. You should then **file** this document with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records.

What should I do next?

A copy of this form must be served on the other <u>party</u> in your case within 45 days of being served with the petition, if it is not served on him or her with your initial papers. **Service** must be in accordance with Florida Rule of General Practice and Judicial Administration 2.516.

A copy of this form must be filed with the court and served on the other party or his or her attorney. The copy you are serving to the other party must be either mailed, e-mailed, or hand-delivered to the opposing party or his or her attorney on the same day indicated on the certificate of service. If it is mailed, it must be postmarked on the date indicated in the certificate of service.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in "bold underline" in these instructions are defined there. For further information, see Florida Family Law Rule of Procedure 12.285.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of General Practice and Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of General Practice and Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of General Practice and Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. You must strictly comply with the format requirements set forth in the Florida Rules of General Practice and Judicial Administration. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of General Practice and Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of General Practice and Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by email, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please CAREFULLY read the rules and instructions for: Certificate of Service (General), Florida Supreme Court Approved Family Law Form 12.914; Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of General Practice and Judicial Administration 2.516.

Special notes . . .

If you want to keep your address confidential because you have been found by a judge to be the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly - If you are paid by the hour, you may convert your income to monthly as follows: Hourly amount Hours worked per week Weekly amount Х Weekly amount 52 Weeks per year Yearly amount Х Yearly amount ÷ 12 Months per year = **Monthly Amount** Daily - If you are paid by the day, you may convert your income to monthly as follows: Daily amount Days worked per week = Weekly amount Х Weekly amount 52 Weeks per year = Yearly amount Х ÷ Yearly amount 12 Months per year = **Monthly Amount** Weekly - If you are paid by the week, you may convert your income to monthly as follows: Weekly amount 52 Weeks per year Yearly amount Х Yearly amount ÷ 12 Months per year **Monthly Amount Bi-weekly** - If you are paid every two weeks, you may convert your income to monthly as follows: Bi-weekly amount Х Yearly amount Yearly amount 12 Months per year **Monthly Amount** Semi-monthly - If you are paid twice per month, you may convert your income to monthly as follows: Semi-monthly amount x 2 **Monthly Amount**

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	
FAMILY LAW FINANCIAL A	AFFIDAVIT (LONG FORM)
(\$50,000 or more Individua	-
(full local name)	haing awarn cortifi
, {full legal name} hat the following information <mark>is true</mark> :	, being sworn, certify
SECTION I. INCOME	
L. My age is:	
2. My occupation is:	
3. I am currently	
[Check all that apply]	
a Unemployed	
Describe your efforts to find employment, how you expect to receive:	w soon you expect to be employed, and the pay
b Employed by:	
Address:	
City, State, Zip code:	Telephone Number:
Pay rate: \$ () every week () ever	
() monthly () other:	
If you are expecting to become unemployed or expect and why and how it will affect your inc	come:
Chack hare if you currently have mor	re than one job. List the information above for the

	c Retired. Date of retire	ement:	
	Employer from whom retired: _		
	Address:		
			elephone Number:
LAST YE	AR'S GROSS INCOME:	Your Income	Other Party's Income (if known
	YEAR	\$	\$
PRESEN [®]	T MONTHLY GROSS INCOME:		
anything		ch more paper, if needed.	m to figure out money amounts for Items included under "other" should
1. \$	Monthly gross salary or wa	ges	
	Monthly bonuses, commiss		e, tips, and similar payments
	Monthly business income f		
			ceipts minus ordinary and necessary
			itemizing such income and expenses.)
4.	Monthly disability benefits		
	Monthly Workers' Compen		
	Monthly Unemployment C		
	Monthly pension, retireme		
	Monthly Social Security be		
	Monthly alimony actually r		
J	9a. From this case: \$		
	9b. From other case(s): \$		
10	Monthly interest and divide		
			and necessary expenses required to
· · · · · · · · · · · · · · · · · · ·	produce income) (Attach s		
12		_	e and expense items.)
	Monthly income from roya		to the extent that they reduce
13	Monthly reimbursed exper	Attach sheet itemizing each	
1 /		•	•
	Monthly gains derived from		
	Any other income of a recu		ce).
15			
15	TOTAL PRESENT MONT	HIV CDOSS INICOME (Add	lines 1 through 1C \
17.\$	IOTAL PRESENT MONT	HLY GROSS INCOME (Add	lines 1 through 16.)
DDECEN	T MACNITURY DEDUCTIONS:		
	T MONTHLY DEDUCTIONS:	o instructions with this for	m to figure out money amounts for
	g that is NOT paid monthly.	le ilisti uctions with this for	in to figure out money amounts for
		nd local income tax (correct	ted for filing status and allowable
тт	dependents and income t		
	a. Filing Status	•	
	b. Number of dependent	s claimed	
19.	Monthly FICA or self-emp		

		_ Monthly Medicare payments
		_ Monthly mandatory union dues
		_ Monthly mandatory retirement payments
23.		_ Monthly health insurance payments (including dental insurance), excluding portion paid for
24		any minor children of this relationship
24.		_ Monthly court-ordered child support actually paid for children from another relationship
25.		_ Monthly court-ordered alimony actually paid (Add 25a and 25b)
		25a. from this case: \$
		25b. from other case(s): \$
26.	Ś	_ TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES
20.	Ψ	(Add lines 18 through 25.)
		(Add mics 10 timodgii 23.)
27.	\$	PRESENT NET MONTHLY INCOME
		(Subtract line 26 from line 17.)
SEC	TION II.	AVERAGE MONTHLY EXPENSES
Proj	posed/E	Estimated Expenses. If this is a dissolution of marriage case and your expenses as listed
belo	ow do n	ot reflect what you actually pay currently, you should write "estimate" next to each amount
that	is estin	nated.
ноі	JSEHOL	.D:
		_ Monthly mortgage or rent payments
		Monthly property taxes (if not included in mortgage)
		_ Monthly insurance on residence (if not included in mortgage)
		Monthly condominium maintenance fees and homeowner's association fees
		_ Monthly electricity
		_ Monthly water, garbage, and sewer
		Monthly telephone
		_ Monthly fuel oil or natural gas
		Monthly repairs and maintenance
		_ Monthly lawn care
12.		Monthly pest control
		Monthly misc. household
		Monthly cable t.v.
17.		
		Monthly maid service
Oth		
20.		
21.		
23.		
24.		
25.	\$	SUBTOTAL (Add lines 1 through 24.)

	AUTON	MOBILE:
26.	\$	_ Monthly gasoline and oil
		Monthly repairs
28.		Monthly auto tags and emission testing
		Monthly insurance
		Monthly payments (lease or financing)
31.		Monthly rental/replacements
32.		Monthly alternative transportation (bus, rail, car pool, etc.)
33.		Monthly tolls and parking
34.		Other:
35.	\$	SUBTOTAL (Add lines 26 through 34.)
MC	NTHLY	EXPENSES FOR CHILDREN COMMON TO BOTH PARTIES:
36.	\$	_ Monthly nursery, babysitting, or day care
		_ Monthly school tuition
		Monthly school supplies, books, and fees
		Monthly after school activities
40.		Monthly lunch money
41.		Monthly private lessons or tutoring
		Monthly allowances
		Monthly clothing and uniforms
		_ Monthly entertainment (movies, parties, etc.)
		Monthly health insurance
		Monthly medical, dental, prescriptions (nonreimbursed only)
		Monthly psychiatric/psychological/counselor
48.		_ Monthly orthodontic
49.		_ Monthly vitamins
50.		_ Monthly beauty parlor/barber shop
51.		_ Monthly nonprescription medication
52.		Monthly cosmetics, toiletries, and sundries
		Monthly gifts from child(ren) to others (other children, relatives, teachers, etc.)
54.		Monthly camp or summer activities
		Monthly clubs (Boy/Girl Scouts, etc.)
56.		Monthly time-sharing expenses
57.		Monthly miscellaneous
58.	\$	SUBTOTAL (Add lines 36 through 57.)
MC	NTHLY	EXPENSES FOR CHILD(REN) FROM ANOTHER RELATIONSHIP
		court-ordered child support)
59.	\$	
60.		
62.		
63.	\$	SUBTOTAL (Add lines 59 through 62.)

MONTHLY	INSURANCE:
64. \$	Health insurance (if not listed on lines 23 or 45)
65	Life insurance
	Dental insurance.
Other:	
67	
68.	
69. \$	SUBTOTAL (Add lines 66 through 68, exclude lines 64 and 65.)
OTHER MO	ONTHLY EXPENSES NOT LISTED ABOVE:
70. \$	Monthly dry cleaning and laundry
71	Monthly clothing
72	Monthly medical, dental, and prescription (unreimbursed only)
73	Monthly psychiatric, psychological, or counselor (unreimbursed only)
74	Monthly non-prescription medications, cosmetics, toiletries, and sundries
75	Monthly grooming
76	_ Monthly gifts
	_ Monthly pet expenses
78	_ Monthly club dues and membership
	_ Monthly sports and hobbies
80	_ Monthly entertainment
81	_ Monthly periodicals/books/tapes/CDs
82	_ Monthly vacations
83	_ Monthly religious organizations
84	_ Monthly bank charges/credit card fees
85	_ Monthly education expenses
	Other: (include any usual and customary expenses not otherwise mentioned in the items listed above)
87.	
88.	
89	
90. \$	SUBTOTAL (Add lines 70 through 89.)
balances). MONTHLY 91. \$	PAYMENTS TO CREDITORS: (only when payments are currently made by you on outstanding List only last 4 digits of account numbers. PAYMENT AND NAME OF CREDITOR(s):
92	
93	
94	
95	
96	
97	
98	
99	
100	
101.	

102	
103	
104. \$	SUBTOTAL (Add lines 91 through 103.)
105. \$	TOTAL MONTHLY EXPENSES:
	(Add lines 25, 35, 58, 63, 69, 90, and 104 of Section II, Expenses.)
SUMMARY	
106. \$	TOTAL PRESENT MONTHLY NET INCOME (from line 27 of SECTION I. INCOME)
107. \$	TOTAL MONTHLY EXPENSES (from line 105 above)
108. \$	SURPLUS (If line 106 is more than line 107, subtract line 107 from line 106. This is the amount of your surplus. Enter that amount here.)
109. (\$) (DEFICIT) (If line 107 is more than line 106, subtract line 106 from line 107. This is the amount of your deficit. Enter that amount here.)

SECTION III. ASSETS AND LIABILITIES

A. ASSETS (This is where you list what you OWN.)

INSTRUCTIONS:

<u>STEP 1</u>: In column A, list a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

STEP 2: If this is a petition for dissolution of marriage, check the line **in Column A** next to any item that you are requesting the judge award to you.

STEP 3: In column B, write what you believe to be the current fair market value of all items listed.

<u>STEP 4</u>: Use column C only if this is a petition for dissolution of marriage and you believe an item is "nonmarital," meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item belongs. (Typically, you will only use Column C if property was owned by one spouse before the marriage. See the "General Information for Self-Represented Litigants" found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of "marital" and "nonmarital" assets and liabilities.)

B Current Fair Market Value	C Nonmarital (Check correct column)	
	Petitioner	Respondent
\$		
	Current Fair Market Value	Current Fair (Check corre Value Petitioner

	Other vehicles		
	Other verifices		
	Retirement plans (Profit Sharing, Pension, IRA,		
	401(k)s, etc.)		
	<u> </u>		
	1 25		
	Furniture & furnishings in home		
	Furniture & furnishings elsewhere		
	Collectibles		
	lovels		
	Jewelry		
	Life insurance (cash surrender value)		
L			
	Sporting and entertainment (T.V., stereo, etc.)		
	equipment		
	<u> </u>		
	+		
	Other assets:		
		 	
	+		
Total 4	Assets (add column B)	\$	
		<u> </u>	i

B. LIABILITIES/DEBTS (This is where you list what you OWE.) INSTRUCTIONS:

<u>STEP 1</u>: In column A, list a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

<u>STEP 2</u>: If this is a petition for dissolution of marriage, check the line **in Column A** next to any debt(s) for which you believe you should be responsible.

STEP 3: In column B, write what you believe to be the current amount owed for all items listed.

<u>STEP 4</u>: Use column C only if this is a petition for dissolution of marriage and you believe an item is "nonmarital," meaning the debt belongs to only one of you and should not be divided. You should indicate to whom you believe the debt belongs. (Typically, you will only use Column C if the debt was owed by one spouse before the marriage. See the "General Information for <u>Self-Represented</u> Litigants" found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of "marital" and "nonmarital" assets and liabilities.)

A LIABILITIES: DESCRIPTION OF ITEM(S) LIST ONLY LAST FOUR DIGITS OF ACCOUNT NUMBERS. Check the line next to any debt(s) for which you believe	B Current Amount Owed	C Nonmarital (Check correct column)	
Check the line next to any debt(s) for which you believe you should be responsible.		Petitioner	Respondent
Mortgages on real estate: First mortgage on home	\$		
Second mortgage on home			
Other mortgages			
Charge/credit card accounts			
Auto Ioan			
Auto Ioan			
Bank/Credit Union loans			
Money you owe (not evidenced by a note)			
Judgments			
Other:			
Total Debts (add column B)	\$		

D. CONTINGENT ASSETS AND LIABILITIES INSTRUCTIONS:

C. NET WORTH (excluding contingent assets and liabilities)

If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

A Contingent Assets	B Possible Value	C Nonmarital (Check correct column)	
Check the line next to any contingent asset(s) which you are requesting the judge award to you.		Petitioner	Respondent
	\$		
Total Contingent Assets	\$		

A Contingent Liabilities	B Possible Amount	C Nonmarital (Check correct column)	
Check the line next to any contingent debt(s) for	Owed		
which you believe you should be responsible.		Petitioner	Respondent
	\$		
Total Contingent Liabilities	\$		

E. CHILD SUPPORT GUIDELINES WORKSHEET. Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.

[Check one only] A Child Support Guidelines	Worksheet IS or WILL BE filed in this case. This case involves the
establishment or modificati	
	Worksheet IS NOT being filed in this case. The establishment or
	rt is not an issue in this case.
	affidavit was [check all used]: () e-mailed () mailed, () faxed listed below on {date}
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip: Telephone Number:	
Fax Number:	
E-mail Address(es):	
Dated:	Signature of Party Printed Name:
	Address:
	City, State, Zip:
	relephone Number:
	Fax Number:
	E-mail Address(es):
	OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
	pared for the: {choose only one } () Petitioner () Respondent
This form was completed with the as	
{name of inalviaual}	
{nume of business}	
{aaaress}	}, {telephone number}
{city}, {State}	}