

GENA WALLING MCCRAY, PLLC

ATTORNEY AND COUNSELOR AT LAW
LOUISBURG, NORTH CAROLINA

Gena Walling McCray, Esq.
NC FAMILY LAW SPECIALIST

Mailing Address
Post Office Box 492
Louisburg, N.C. 27549

Street Address
215 Court Street
Louisburg, N.C. 27549

Telephone (919) 497-0091
Fax (919) 497-0092

DOCUMENTS TO GATHER FOR YOUR PROPERTY DIVISION

The following documents will assist your attorney in making an accurate assessment of your case. If you are unable to find all of the documents, let your attorney know and she can assist or guide you on what to do to get them.

1. **Real Property** (for each parcel of real property owned by either party):
 - a. Appraisal (if available).
 - b. Tax assessor's card or last county property tax bill showing the parcel ID number.
 - c. Statements showing any mortgage balance, second mortgage or prime equity line balance, if there is one, amount of payments on each mortgage, and any proof of who has made the payments. We need at least the statement on the date of separation and the most current statement.
2. **Vehicles** (Campers, trailers, motorcycles, motor homes, antique cars, or other vehicles owned by either party):
 - a. Documentation showing the make, model and year of each vehicle, and how each are titled (such as registration).
 - b. Documentation of amount of payment on each vehicle; who makes the payments and the payoff balances on each vehicle as of the date of separation.
 - c. If leased, the monthly payment, expiration date and payoff.
 - d. Last county property tax bill.
3. **Bank, Savings and Investment Accounts** (owned or controlled by either party):
 - a. Last twelve (12) months of bank statements or other monthly/quarterly statements of any and all bank/savings accounts in either parties' name or accounts holding marital funds regardless of who has ownership.
 - b. Last twelve (12) months of monthly/quarterly statements for any and all certificates of deposit, stocks, stock options, bonds, securities, mutual funds, futures and non-stock investments.
4. **Retirement** (owned by either party):
 - a. Documents / statements showing value or account balances for any retirement, investment or savings plans and/or accounts, including, but not limited to, pension plans, savings investment plans, TDSPs, HR10s, IRAs, 401(k)s or any other such investment, retirement or savings plans and/or accounts for the last two (2) years.

5. Other Personal Property (owned by either party):

- a. Life Insurance – any documents showing the name of the company, the policy number, death benefits, cash value, amount of outstanding loans, ownership and the names of beneficiaries.
- b. A copy of any will or trust instrument in which either party has or had an interest, either as maker or beneficiary.
- c. Organizing documents for any corporation, partnership or other such business entity in which the either party owns an interest.
- d. Documents showing the value of any of the following which exists:
 1. Investments properties.
 2. Vacation homes.
 3. Jewelry.
 4. Coins, stamp and gun collections, and other collectibles.
 5. Personal injury settlements (pending).
 6. Patent and copyrights.

6. Income:

- a. The parties' last three (3) paystubs.
- b. The last two (2) year's federal and state *personal* income tax returns and any related forms, schedules and/or attachments.
- c. Any financial statement or other listing of assets and liabilities prepared by or for either party for any lending institutions during the past three (3) years.
- d. Last two (2) year's federal and state *business* income tax returns and any related forms, schedules and/or attachments.
- e. Any documents which show benefits available to either party through any business organization or entity or employer such as direct payment of expenses, expense reimbursements, disability insurance, health and hospitalization insurance, dental insurance, medical reimbursement plan, cellular phone services, vacation savings plan and any other such benefits of like description.

7. Debts:

- a. Statements for the last one (1) year for all credit card or other charge accounts upon which either party is or was authorized to access credit.
- b. Statements or other documentation for the last one (1) year for any loans or other debts, held either individually or jointly with any person or entity, from any source.