

(REVISED 5/01)

HAMPSHIRE PROBATE AND FAMILY COURT

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BASIC GUIDELINES FOR
COMPLETING YOUR
FINANCIAL STATEMENT



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1. If you work for yourself you will need to complete an attachment to the Financial Statement called Schedule A (Monthly Self-Employment or Business Income) in addition to the Financial Statement. This schedule is available in the Registry Office.
2. If you receive income from rental property you will need to complete an attachment to the Financial Statement called Schedule B (Rent From Income Producing Property). This schedule is also available in the Registry Office.
3. If you earn more than \$75,000 per year you will need to complete a "Long Form" Financial Statement, which is available in the Registry Office.
4. If you speak Spanish and would like to use a financial statement written in Spanish as a guide, they are available in Registry Office. Please note that you will be filing the English version of the form with the court.

5. You must fill out every line on the financial statement. Do not leave lines blank. If the line does not apply to you, write "zero" or "0" or "none."
6. You will need to know weekly income and expense figures. If you know the monthly amount, divide by 4.3 to get a weekly amount. If you know the yearly amount, divide by 52 to get the weekly amount.
7. The income you list on the front of the financial statement is just your income. Do not include your spouse's or any other person's income, even if you share expenses with that person. You should use your pay stub to complete sections 3 through 5 of the financial statement.
8. The expenses you list are just your expenses. If you share expenses with another person, list only the amount which you pay.
9. If your expenses are greater than your income on your financial statement, be prepared to explain to the judge why this is and how you handle this situation.
10. Your credit card and other debts are listed in section 11 of the financial statement.
11. It is important that your financial statement be complete and accurate. When you sign your financial statement, you are swearing under oath that all the facts in it are true.