

## INSTRUCTIONS FOR FLORIDA FAMILY LAW RULE OF PROCEDURE FORM 12.902(c), FAMILY LAW FINANCIAL AFFIDAVIT

### When should this form be used?

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

This form should be typed or printed in black ink. After completing this form, you should sign the form before a notary public or deputy clerk. You should then file the original 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 mailed or hand delivered to the other party in your case, if it is not served on him or her with your initial papers. This must be accomplished within 45 days of service of the petition.

### 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 rule 12.285, Florida Family Law Rules of Procedure.

### Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner's 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.

<b>Hourly</b> - If you are paid by the hour, you may convert your income to monthly as follows:				
Hourly amount	x	Hours worked per week	=	Weekly amount
Weekly amount	x	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	<b>Monthly Amount</b>
<b>Daily</b> - If you are paid by the day, you may convert your income to monthly as follows:				
Daily amount	x	Days worked per week	=	Weekly amount
Weekly amount	x	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	<b>Monthly Amount</b>
<b>Weekly</b> - If you are paid by the week, you may convert your income to monthly as follows:				
Weekly amount	x	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	<b>Monthly Amount</b>
<b>Bi-weekly</b> - If you are paid every two weeks, you may convert your income to monthly as follows:				
Bi-weekly amount	x	26	=	Yearly amount
Yearly amount	÷	12 Months per year	=	<b>Monthly Amount</b>
<b>Semi-monthly</b> - If you are paid twice per month, you may convert your income to monthly as follows:				
Semi-monthly amount	x	2	=	<b>Monthly Amount</b>

Expenses may be converted in the same manner.

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IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**FAMILY LAW FINANCIAL AFFIDAVIT- (Long Form)**

(\$50,000 or more Individual Gross Annual Income)

I, {full legal name} \_\_\_\_\_, being  
sworn, certify that the following information is true:

**SECTION I. INCOME**

1. Date of Birth: \_\_\_\_\_

2. My occupation is: \_\_\_\_\_

3. I am currently

[  all that apply ]

\_\_\_ a. Unemployed

Describe your efforts to find employment, how soon you expect to be employed, and the pay you expect to receive: \_\_\_\_\_

\_\_\_ b. Employed by: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Pay rate: \$ \_\_\_\_\_ ( ) every week ( ) every other week ( ) twice a month

( ) monthly ( ) other: \_\_\_\_\_

If you are expecting to become unemployed or change jobs soon, describe the change you expect and why and how it will affect your income: \_\_\_\_\_

Check here if you currently have more than one job. List the information above for the second job(s) on a separate sheet and attach it to this affidavit.

\_\_\_ c. Retired. Date of retirement: \_\_\_\_\_

Employer from whom retired: \_\_\_\_\_

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**PRESENT MONTHLY DEDUCTIONS:**

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly.

- 18. Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)
  - a. Filing Status \_\_\_\_\_
  - b. Number of dependents claimed \_\_\_\_\_
- 19. Monthly FICA or self-employment taxes
- 20. Monthly Medicare payments
- 21. Monthly mandatory union dues
- 22. Monthly mandatory retirement payments
- 23. Monthly health insurance payments (including dental insurance), excluding portion paid for 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
  - 25a. from this case: \$ \_\_\_\_\_
  - 25b. from other case(s): \_\_\_\_\_

18. \$ \_\_\_\_\_  
 19. \_\_\_\_\_  
 20. \_\_\_\_\_  
 21. \_\_\_\_\_  
 22. \_\_\_\_\_  
 23. \_\_\_\_\_  
 24. \_\_\_\_\_  
 25. \_\_\_\_\_

**26. TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES (Add lines 18 through 25) TOTAL: 26. \$ \_\_\_\_\_**

**27. PRESENT NET MONTHLY INCOME (Subtract line 26 from line 17) 27. \$ \_\_\_\_\_**

**SECTION II. AVERAGE MONTHLY EXPENSES**

**Proposed/Estimated Expenses.** If this is a dissolution of marriage case and your expenses as listed below do not reflect what you actually pay currently, you should write "estimate" next to each amount that is estimated.

**HOUSEHOLD:**

- 1. Monthly mortgage or rent payments
- 2. Monthly property taxes (if not included in mortgage)
- 3. Monthly insurance on residence (if not included in mortgage)
- 4. Monthly condominium maintenance fees and homeowner's association fees
- 5. Monthly electricity
- 6. Monthly water, garbage, and sewer
- 7. Monthly telephone
- 8. Monthly fuel oil or natural gas
- 9. Monthly repairs and maintenance
- 10. Monthly lawn care
- 11. Monthly pool maintenance
- 12. Monthly pest control
- 13. Monthly misc. household
- 14. Monthly food and home supplies
- 15. Monthly meals outside home
- 16. Monthly cable t.v.
- 17. Monthly alarm service contract
- 18. Monthly service contracts on appliances

1. \$ \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_  
 9. \_\_\_\_\_  
 10. \_\_\_\_\_  
 11. \_\_\_\_\_  
 12. \_\_\_\_\_  
 13. \_\_\_\_\_  
 14. \_\_\_\_\_  
 15. \_\_\_\_\_  
 16. \_\_\_\_\_  
 17. \_\_\_\_\_  
 18. \_\_\_\_\_

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19. Monthly maid service 19. \_\_\_\_\_  
 Other:  
 20. \_\_\_\_\_ 20. \_\_\_\_\_  
 21. \_\_\_\_\_ 21. \_\_\_\_\_  
 22. \_\_\_\_\_ 22. \_\_\_\_\_  
 23. \_\_\_\_\_ 23. \_\_\_\_\_  
 24. \_\_\_\_\_ 24. \_\_\_\_\_

25. **SUBTOTAL (add lines 1 through 24)** 25. \$ \_\_\_\_\_

**AUTOMOBILE:**

26. Monthly gasoline and oil 26. \$ \_\_\_\_\_  
 27. Monthly repairs 27. \_\_\_\_\_  
 28. Monthly auto tags and emission testing 28. \_\_\_\_\_  
 29. Monthly insurance 29. \_\_\_\_\_  
 30. Monthly payments (lease or financing) 30. \_\_\_\_\_  
 31. Monthly rental/replacements 31. \_\_\_\_\_  
 32. Monthly alternative transportation (bus, rail, car pool, etc.) 32. \_\_\_\_\_  
 33. Monthly tolls and parking 33. \_\_\_\_\_  
 34. Other: \_\_\_\_\_ 34. \_\_\_\_\_

35. **SUBTOTAL (add lines 26 through 34)** 35. \$ \_\_\_\_\_

**MONTHLY EXPENSES FOR CHILDREN COMMON TO BOTH PARTIES:**

36. Monthly nursery, babysitting, or day care 36. \$ \_\_\_\_\_  
 37. Monthly school tuition 37. \_\_\_\_\_  
 38. Monthly school supplies, books, and fees 38. \_\_\_\_\_  
 39. Monthly after school activities 39. \_\_\_\_\_  
 40. Monthly lunch money 40. \_\_\_\_\_  
 41. Monthly private lessons or tutoring 41. \_\_\_\_\_  
 42. Monthly allowances 42. \_\_\_\_\_  
 43. Monthly clothing and uniforms 43. \_\_\_\_\_  
 44. Monthly entertainment (movies, parties, etc.) 44. \_\_\_\_\_  
 45. Monthly health insurance 45. \_\_\_\_\_  
 46. Monthly medical, dental, prescriptions (nonreimbursed only) 46. \_\_\_\_\_  
 47. Monthly psychiatric/psychological/counselor 47. \_\_\_\_\_  
 48. Monthly orthodontic 48. \_\_\_\_\_  
 49. Monthly vitamins 49. \_\_\_\_\_  
 50. Monthly beauty parlor/barber shop 50. \_\_\_\_\_  
 51. Monthly nonprescription medication 51. \_\_\_\_\_  
 52. Monthly cosmetics, toiletries, and sundries 52. \_\_\_\_\_  
 53. Monthly gifts from child(ren) to others (other children, relatives, teachers, etc.) 53. \_\_\_\_\_  
 54. Monthly camp or summer activities 54. \_\_\_\_\_  
 55. Monthly clubs (Boy/Girl Scouts, etc.) 55. \_\_\_\_\_  
 56. Monthly access expenses (for nonresidential parent) 56. \_\_\_\_\_  
 57. Monthly miscellaneous 57. \_\_\_\_\_

58. **SUBTOTAL (add lines 36 through 57)** 58. \$ \_\_\_\_\_

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**MONTHLY EXPENSES FOR CHILD(REN) FROM ANOTHER  
RELATIONSHIP: (other than court-ordered child support)**

59. \_\_\_\_\_ 59. \$ \_\_\_\_\_  
60. \_\_\_\_\_ 60. \_\_\_\_\_  
61. \_\_\_\_\_ 61. \_\_\_\_\_  
62. \_\_\_\_\_ 62. \_\_\_\_\_  
63. **SUBTOTAL (add lines 59 through 62)** 63. \$ \_\_\_\_\_

**MONTHLY INSURANCE:**

64. Health insurance, excluding portion paid for any minor child(ren) of this  
relationship 64. \$ \_\_\_\_\_  
65. Life insurance 65. \_\_\_\_\_  
66. Dental insurance 66. \_\_\_\_\_  
Other:  
67. \_\_\_\_\_ 67. \_\_\_\_\_  
68. \_\_\_\_\_ 68. \_\_\_\_\_  
69. **SUBTOTAL (add lines 64 through 68)** 69. \$ \_\_\_\_\_

**OTHER MONTHLY EXPENSES NOT LISTED ABOVE:**

70. Monthly dry cleaning and laundry 70. \$ \_\_\_\_\_  
71. Monthly clothing 71. \_\_\_\_\_  
72. Monthly medical, dental, and prescription (unreimbursed only) 72. \_\_\_\_\_  
73. Monthly psychiatric, psychological, or counselor (unreimbursed only) 73. \_\_\_\_\_  
74. Monthly non-prescription medications, cosmetics, toiletries, and sundries 74. \_\_\_\_\_  
75. Monthly grooming 75. \_\_\_\_\_  
76. Monthly gifts 76. \_\_\_\_\_  
77. Monthly pet expenses 77. \_\_\_\_\_  
78. Monthly club dues and membership 78. \_\_\_\_\_  
79. Monthly sports and hobbies 79. \_\_\_\_\_  
80. Monthly entertainment 80. \_\_\_\_\_  
81. Monthly periodicals/books/tapes/CDs 81. \_\_\_\_\_  
82. Monthly vacations 82. \_\_\_\_\_  
83. Monthly religious organizations 83. \_\_\_\_\_  
84. Monthly bank charges/credit card fees 84. \_\_\_\_\_  
85. Monthly education expenses 85. \_\_\_\_\_  
Other: (include any usual and customary expenses not otherwise mentioned in  
the items listed above)  
86. \_\_\_\_\_ 86. \_\_\_\_\_  
87. \_\_\_\_\_ 87. \_\_\_\_\_  
88. \_\_\_\_\_ 88. \_\_\_\_\_  
89. \_\_\_\_\_ 89. \_\_\_\_\_  
90. **SUBTOTAL (add lines 70 through 89)** 90. \$ \_\_\_\_\_

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**MONTHLY PAYMENTS TO CREDITORS:** (only when payments are currently made by you on outstanding balances)

NAME OF CREDITOR(s):

91. _____	91. \$ _____
92. _____	92. _____
93. _____	93. _____
94. _____	94. _____
95. _____	95. _____
96. _____	96. _____
97. _____	97. _____
98. _____	98. _____
99. _____	99. _____
100. _____	100. _____
101. _____	101. _____
102. _____	102. _____
103. _____	103. _____

104. **SUBTOTAL** (add lines 91 through 103) 104. \$ \_\_\_\_\_

105. **TOTAL MONTHLY EXPENSES:**  
(add lines 25, 35, 58, 63, 69, 90, and 104 of Section II, Expenses) 105. \$ \_\_\_\_\_

**SUMMARY**

106. **TOTAL PRESENT MONTHLY NET INCOME**  
(from line 27 of SECTION I. INCOME) 106. \$ \_\_\_\_\_

107. **TOTAL MONTHLY EXPENSES** (from line 105 above) 107. \$ \_\_\_\_\_

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.) 108. \$ \_\_\_\_\_

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.) 109. (\$ \_\_\_\_\_)

**SECTION III. ASSETS AND LIABILITIES**

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

**INSTRUCTIONS:**

**STEP 1:** 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 box 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.

**STEP 4:** 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.)

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A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS.  ✓ the box next to any asset(s) which you are requesting the judge award to you.	B Current Fair Market Value	C Nonmarital (✓ correct column)	
		husband	wife
<input type="checkbox"/> Cash (on hand)	\$		
<input type="checkbox"/> Cash (in banks or credit unions)			
<input type="checkbox"/>			
<input type="checkbox"/> Stocks/Bonds			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Notes (money owed to you in writing)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Money owed to you (not evidenced by a note)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Real estate: (Home)			
<input type="checkbox"/> (Other)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Business interests			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Automobiles			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Boats			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Other vehicles			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)			

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**STEP 4:** 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 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.)

A LIABILITIES: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. √ the box next to any debt(s) for which you believe you should be responsible.	B Current Amount Owed	C Nonmarital (√ correct column)	
		husband	wife
<input type="checkbox"/> Mortgages on real estate: First mortgage on home	\$		
<input type="checkbox"/> Second mortgage on home			
<input type="checkbox"/> Other mortgages			
<input type="checkbox"/>			
<input type="checkbox"/> Charge/credit card accounts			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Auto loan			
<input type="checkbox"/> Auto loan			
<input type="checkbox"/> Bank/Credit Union loans			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/> Money you owe (not evidenced by a note)			
<input type="checkbox"/>			
<input type="checkbox"/> Judgments			
<input type="checkbox"/>			
<input type="checkbox"/> Other			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Total Debts (add column B)</b>	\$		

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**C. NET WORTH (excluding contingent assets and liabilities)**

**Total Assets** (enter total of Column B in Asset Table; Section A) \$ \_\_\_\_\_  
**Total Liabilities** (enter total of Column B in Liabilities Table; Section B) \$ \_\_\_\_\_

**TOTAL NET WORTH (Total Assets minus Total Liabilities)**  
(excluding contingent assets and liabilities) \$ \_\_\_\_\_

**D. CONTINGENT ASSETS AND LIABILITIES**

**INSTRUCTIONS:**

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  √ the box next to any contingent asset(s) which you are requesting the judge award to you.	B Possible Value	C Nonmarital (√ correct column)	
		husband	wife
<input type="checkbox"/>	\$		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Total Contingent Assets</b>	\$ _____		

A Contingent Liabilities  √ the box next to any contingent debt(s) for which you believe you should be responsible.	B Possible Amount Owed	C Nonmarital (√ correct column)	
		husband	wife
<input type="checkbox"/>	\$ -		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Total Contingent Liabilities</b>	\$ _____		

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**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.

[  one only]

\_\_\_\_\_ A Child Support Guidelines Worksheet IS or WILL BE filed in this case. This case involves the establishment or modification of child support.

\_\_\_\_\_ A Child Support Guidelines Worksheet IS NOT being filed in this case. The establishment or modification of child support is not an issue in this case.

I certify that a copy of this financial affidavit was: ( ) mailed, ( ) faxed and mailed, or ( ) hand delivered to the person(s) listed below on {date} \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

\_\_\_\_\_ Personally known

\_\_\_\_\_ Produced identification

\_\_\_\_\_ Type of identification produced \_\_\_\_\_

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