



We The People[®]

DOCUMENT PREPARATION SERVICES

SEPARATION AGREEMENT WORKBOOK
NO CHILDREN UNDER AGE 21

Your Name _____ Male Female

Street Address: _____

(If you have a PO Box, put your PO Box address in Address 2 below. Put your physical address above.)

Address 2: _____

(If you have an apartment #, include it in Address 2).

City: _____ State: _____ Zip: _____ County: _____

Date of birth: _____ STATE of birth: _____

Social Security #: _____ Phone Number : _____

(If you do not have an SSN# write "NONE")

Your Annual Gross Income: \$ _____

(If blank, we will use \$0 as your annual gross income)

CUSTOMER SIGNATURE HERE: _____

SPOUSE Name _____ Male Female

Street Address: _____
(If your spouse has a PO Box, put your spouse's PO Box address in Address 2 below . Put your spouse's physical address above.)

Address 2: _____
(If your spouse has an apartment #, include it in Address 2).

City: _____ State: _____ Zip: _____ County: _____

Date of birth: _____ STATE of birth: _____

Social Security #: _____ Phone Number : _____
(If your spouse does not have an SSN# write "NONE")
(If you don't know your spouse's SSN# write "UNKNOWN")

SPOUSE Annual Gross Income: \$ _____
(If blank, we will use \$0 as your annual gross income)

DO YOU WANT US TO INCLUDE THE DIVISION OF ASSETS & DEBTS IN YOUR AGREEMENT? YES or NO

If YES please fill out the Assets & Debts Workbook!

(**Assets** include automobiles, bank accounts & financial assets, business interests, pensions, retirement accounts, real estate, rented homes and other assets, stuff & personal property. **Debts** include mortgages, credit cards, car loans, student loans, etc.)

CUSTOMER SIGNATURE HERE: _____

WHAT KIND OF WEDDING CEREMONY? Religious *or* Civil

WHERE WERE THE PARTIES MARRIED?

(city) _____, (state) _____, (county) _____

DATE OF MARRIAGE: _____

KIDS 21 YEARS OLD OR OLDER OF THIS MARRIAGE? Yes No

If YES, How many children 21 years old or older? _____

HOW WILL YOU FILE TAXES? Jointly *or* Separately

IMPORTANT QUESTIONS ABOUT FAMILY COURT!

Are you currently involved in any pending family court litigation about spousal maintenance? Yes* *or* No

If you are currently involved in any family litigation about spousal maintenance/alimony, please answer the following questions:

COUNTY WHERE FAMILY COURT ACTION IS PENDING? _____

DOCKET NUMBER(S) OF ALL PENDING CASES? _____

ISSUES BEING LITIGATED? Alimony/Spousal Maintenance Other _____

* additional processing fees apply

IF THE ABOVE PENDING FAMILY COURT MATTER BECOMES FINALIZED, YOU MUST SUBMIT A COPY OF THE FINALIZED FAMILY COURT ORDER TO OUR OFFICE WITHIN 3 BUSINESS DAYS OF THE DATE OF THE ORDER (fax, email or drop off). PLEASE NOTE, WE WILL NEED TO RETYPE SOME OR ALL OF YOUR AGREEMENT TO REFLECT THE NEW COURT ORDER INFORMATION AND THERE WILL BE AN ADDITIONAL CHANGE FEE.

CUSTOMER SIGNATURE HERE: _____

DO YOU HAVE ANY EXISTING WRITTEN AGREEMENTS? Yes No

(Separation/Settlement Agreement, Pre-Nuptial, Memorandum of Understanding signed & notarized by both parties)

☞ **If NO, SKIP the rest of this page**

☞ **If YES, was the existing written agreement filed in court:** Yes or No?

☞ **If NO, you must provide us with the ORIGINAL agreement**

☞ **If YES, you must provide us a COURT STAMPED COPY of the agreement**

IF YOU HAVE AN EXISTING AGREEMENT, *CHOOSE ONLY ONE OPTION BELOW*

OPTION #1 AMEND EXISTING AGREEMENT: Change terms or add a child or children of this union that are not listed in your existing agreement or ADD Assets & Debts not mentioned in your existing agreement. You might not have a "complete" agreement; you might be missing a new child of this union or you might have reserved Child Support for a later date. We will prepare an Amendment to your existing agreement based on your remaining workbook choices] Additional Fee =\$349 Continue to next pages.

OPTION #2 TERMINATE EXISTING AGREEMENT & MAKE A NEW AGREEMENT: If you choose this option we will create a new agreement that will terminate and discontinue your old agreement and your new agreement will be based on your remaining workbook choices. (Additional fees = \$349) Continue to next pages.

OPTION #3 KEEP TERMS OF MEMORANDUM OF UNDERSTANDING. We have a memorandum of understanding & I want the terms of our MOU incorporated into a separation agreement. I require an AGREEMENT BE PREPARED TO KEEP ALL THE TERMS OF OUR MOU. Continue to answer the remaining workbook questions to match your existing MOU & we will create your new agreement based on your remaining choices (Additional fees = \$349 apply) Continue to next pages.

OPTION #4 TERMINATE TERMS OF MEMORANDUM OF UNDERSTANDING. We have an MOU & I want all the terms Terminated. I request an agreement be prepared to Terminate all the terms of our MOU & I request a new agreement be prepared based on my remaining workbook choices. Continue to answer the remaining questions (Additional fees = \$349 apply). Continue to next pages.

OPTION #5 DISREGARD TERMS OF MEMORANDUM OF UNDERSTANDING - We have a memorandum of understanding. However, both parties agree to disregard the MOU, so the new agreement will be prepared based on your remaining workbook choices. Continue to next page.

CUSTOMER SIGNATURE HERE: _____

PAY OR RECEIVE TEMPORARY SPOUSAL MAINTENANCE (alimony)?

Yes or No

☞ If **NO**, **SKIP the rest of this page**

☞ If **YES**, answer the questions below & then choose **OPTION #1** or **OPTION #2**

IS THE MAINTENANCE PAYOR'S INCOME OVER \$192,000? Yes No

☞ If **YES**, answer the question below:

APPLY the \$192,000 **maintenance cap** for temporary maintenance calculations & agreement
OR

WAIVE the \$192,000 **maintenance cap** for temporary maintenance calculations & agreement

OPTION #1: STATE GUIDELINE LAW TEMPORARY MAINTENANCE

YOU shall **PAY OR** **RECEIVE** temporary maintenance pursuant to the amount determined by the *New York State Maintenance Guidelines Law*

AND

Starting Date: _____

AND

Temporary Maintenance paid *directly* between the parties.

OPTION #2: DEVIATION TEMPORARY MAINTENANCE AGREEMENT

YOU shall **PAY OR** **RECEIVE** Temporary maintenance in the agreed amount of:

How much \$ _____ **per month?**

AND

Starting Date: _____

AND

Temporary Maintenance paid *directly* between the parties.

CUSTOMER SIGNATURE HERE: _____

PAY OR RECEIVE POST-DIVORCE SPOUSAL MAINTENANCE (ALIMONY)?

Yes or No

☞ If **NO**, **SKIP** the rest of this page

☞ If **YES**, answer the questions below & then choose **OPTION #1** or **OPTION #2**

IS THE MAINTENANCE PAYOR'S INCOME OVER \$192,000? Yes No

☞ If **YES**, answer the question below:

APPLY the \$192,000 **maintenance cap** for maintenance calculations & agreement

OR

WAIVE the \$192,000 **maintenance cap** for maintenance calculations & agreement

OPTION #1: STATE GUIDELINE LAW POST-DIVORCE SPOUSAL MAINTENANCE

YOU shall **PAY OR** **RECEIVE** post-divorce spousal maintenance pursuant to the amount determined by the *New York State Maintenance Guidelines Law*

AND

Starting Date: _____ and continuing for the amount of time determined by the *New York State Maintenance Guidelines Law*

AND

Maintenance paid *directly* between the parties.

OPTION #2: DEVIATION POST-DIVORCE SPOUSAL MAINTENANCE AGREEMENT

YOU shall **PAY OR** **RECEIVE** post-divorce spousal maintenance in the agreed amount of:

How much \$ _____ **per month?**

AND

Starting Date: _____ **& Ending Date:** _____

AND

Maintenance paid *directly* between the parties.

CUSTOMER SIGNATURE HERE: _____