

DIVORCE

checklist



In recognizing a divorce can be mentally, physically, and financially draining, we highly recommend you surround yourself with, and rely on, a strong professional network. In addition, assemble a group of family and friends who can help you, either by listening or lending a hand when needed. With that being said, we at DFC, LLC have assembled the following checklist to help guide you through this difficult process.

- Start a divorce file and keep it organized. Then you can easily find documents for your financial, emotional, and/or legal experts, if need be.
- Obtain several copies of divorce decrees and marital settlement agreements. They may be necessary for any asset transfers, changes to property, account registration changes, etc.
- If you change your name as part of your divorce decree, you should notify the following entities:
 - Social Security department/office
 - State or Government – for IDs including passports and drivers licenses
 - Banks – for all bank accounts
 - Creditors – for all credit cards, loans, etc.
 - Utility companies – electric, gas, phone, water, etc.
 - Post office – for address change
 - Insurance companies
 - Employer – employer benefits and retirement pension accounts
 - Investment custodians/holders
 - Any place/organization where you have a membership
- Make sure you have filed your “Certificate of Divorce or Dissolution of Marriage” with the County Clerk’s Office.
- Execute a new will.
- Update beneficiary designations on all accounts and insurance policies.
- Make sure you have everything filed with the child support enforcement office.
- Meet with your financial professionals (i.e. Financial Advisor, Accountant, Attorney, etc.).
- Make sure all joint accounts are closed, distributed accordingly, have no outstanding checks, and no periodic withdrawals.
- Establish credit with new credit cards.
- Keep a journal of all visitation and support payments.
- Send a letter to your child’s school notifying them to add a second address for all school announcements and report cards.
- Consider opening a post office box, to minimize the loss of any important paperwork in the mail.
- Notify your ex-spouse’s place of employment, to assure you receive all entitled benefits.