

POST DIVORCE CHECKLIST

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Organize Divorce Documents:

Hopefully at the time of the signing of your divorce decree all additional documents are prepared and signed. Depending on your community estate you may have a number of different documents that you should keep track of because you may need them in the future. I recommend that you organize these documents in a three ring binder. You will need to:

- Purchase
 - 3 Ring Binder
 - Dividers
 - Sheet Protectors
- Organize Binder
 - 1st Tab – Certified Copy of Final Decree of Divorce
 - 2nd Tab – First Years Visitation Schedule
 - 3rd Tab – Copy of Health Insurance documents/cards
 - 4th Tab – Vehicle Documents
 - 5th Tab – Documents regarding the marital home
 - 6th Tab – QDRO (if necessary and if you have more than one QDRO you may want to set up a separate tab for each QDRO)
 - 7th Tab – IRA Documents (if necessary and if you have more than one IRA you may want to set up a separate tab for each IRA)
 - 8th Tab – Miscellaneous Documents

Financial Accounts:

If you were awarded financial accounts in the Final Decree you will want to make sure that you undertake the following steps. If you were not the person who had the personal relationship with the representative of the following items you may want to consider changing financial institutions and establish your own relationship.

- Open new checking and savings accounts.
- Reconcile checking and savings accounts awarded to you.
- Close all accounts you no longer need or those that are duplicates.
- Update automatic payments taken from your accounts with the new account information.
- Change named beneficiaries of retirement accounts awarded to you.
- Update your Will, Trust, Living Will & Power of Attorney.
- Ensure all prior Powers' of Attorney are revoked in writing.
- If you are award a 401(k) or a portion of a 401(k) a Qualified Domestic Relations Order (QDRO) will be required. Follow-up with the Plan Administrator to ensure they have received the QDRO.
- If you were awarded an IRA or a portion of an IRA you will need to contact the financial institution to initiate the transfer. This may mean that you will need to open a new account.

- Review all the credit cards awarded to you and determine if some need to be closed and notify those cards that are joint credit cards that you are now individual responsible for the cards.
- Change all passwords for online account access.
- Obtain a copy of your credit report 30 days after the Final Decree is entered to ensure that all joint accounts have been closed.
- If you were awarded the joint safe-deposit box, open a new one in just your name and transfer all items from one to another. Then close the joint safe-deposit box.

Insurance:

If you are not the owner of the different insurance policies you will need to obtain new policies. If you are the owner of the policies you will still want to notify your agent of any changes. If you are not the person who had the personal relationship with the insurance agent then you will want to consider finding a new agent and establishing your own relationships.

- Secure COBRA or other health insurance / notify your employer of divorce if health insurance is provided through your employer.
- Update auto insurance or secure new insurance.
- Update home owner & flood insurance or secure new insurance.
- Change beneficiaries on all life insurance, disability or other insurance policies.

Property & Asset Records:

- Sign documents to re-title cars, campers, boats, planes and other vehicles into individual names and file new title with DMV or other agency.
- Record deeds transferring title to real property.
- Notify utility companies if the name on the account needs to be changed.
- Ensure any funds held in escrow are transferred or returned (security deposits on rental property, utility deposits)
- Notify the Post Office of change of address and mail forwarding.
- Arrange for the transfer of any personal property that must be distributed as soon as possible.

Parenting Issues:

- Update school records with name and address of both parents.
- Update medical records with name and address of both parents.
- Sign up for Our Family Wizard (<http://www.ourfamilywizard.com/ofw/>) or other program to manage parenting contact, children's schedules, medical reimbursement payments, etc.
- Set up direct deposit or Income Withholding Order for child support.

Name Change:

- Update Social Security Administration.
- Update driver's license & auto registration with DMV.

- Update bank and credit card records.
- Update employment records.
- Update insurance records (health, life, disability, auto, homeowners).
- Update IRS records.
- Update professional licenses
- Update Passport.

Taxes:

- Obtain IRS Publication 504, “Divorced or Separated Individuals” for information about filing status, exemptions, alimony, QDROs, etc.
(<http://www.irs.gov/pub/irs-pdf/p504.pdf>)
- Use the IRS withholding calculator to determine your new withholdings
(<http://www.irs.gov/Individuals/IRS-Withholding-Calculator>)
- Change your tax withholding allowances with your employer if necessary.
- If you are receiving alimony you may be required to make estimated quarterly payments.
- Keep meticulous records of the alimony payment that you receive and on what day you receive the payment.
- Execute IRS Form 8332, Transfer of Dependency Exemption, if required under terms of the Final Decree. (<http://www.irs.gov/pub/irs-pdf/f8332.pdf>)