

INSTRUCTIONS FOR FILLING OUT FINANCIAL AFFIDAVIT FOR CHILD SUPPORT

THIS FORM MUST BE SIGNED BEFORE A NOTARY PUBLIC.

HEADING

- Enter the name of the county where the case is or will be filed in the first blank.
- Enter the first, middle, and last names of the plaintiff. If you are filing the original action, for example, if you are filing a dissolution of marriage or a paternity case, you are the plaintiff. If a case has already been filed, and this action is for a modification, or for enforcement of the order, put the name of the person who was listed as the plaintiff in the original case.
- Enter the first, middle and last names of the defendant. If you are filing the original action, for example, if you are filing a dissolution of marriage case, the other party is the defendant. In a paternity case, the child's other parent is the defendant. If a case has already been filed, put the name of the person who was listed as the defendant in the original case.
- If this is a new case, the clerk of the court will give you a case number when you file the action. If this is an existing case, you will enter the case number that is on the order from the original case. You must include the case number on any papers you file.

BODY OF AFFIDAVIT

After "County of," enter the name of the county where you are signing the Financial Affidavit.

Enter your full name in the first paragraph. This paragraph does not have a number.

The numbers below give instructions for completing the paragraphs with the same numbers in the Affidavit.

Paragraph 1. Enter the type of case that this is for in the blank. To complete this paragraph you must check only the box that applies. If there are no orders for child support in any other court case, you must check the first box. If there is another order for child support in this state or any other state, you must check the second box and enter the name of the court (for example, District Court of Douglas County or Lancaster County Juvenile Court), the case number, the amount of support, and the number of children.

Paragraph 2. Enter the name of your current employer and the amount of your monthly income before any deductions (gross income). You should include overtime if the overtime is a regular part of the employment and you can actually expect to regularly earn a certain amount of income from working overtime. If you are not employed enter "not employed" on the first line and go to the next paragraph.

(a) Here is how to figure monthly income. All income should be annualized and divided by 12. For example:

(1) If a person is paid hourly, the hourly rate should be multiplied by the number of hours worked per week. That figure should be multiplied by 52 and then divided by 12. This would be a person's

- monthly wage (hourly rate x number of hours worked per week x 52 weeks in a year ÷ 12 months in a year = monthly wage).
- (2) If a person is paid a weekly salary, the weekly salary should be multiplied by 52 and then divided by 12. This would be a person's monthly wage (weekly salary x 52 weeks in a year ÷ 12 months in a year = monthly salary).
 - (3) If a person is paid a salary every other week, the amount of salary paid should be multiplied by 26 and then divided by 12. This would be a person's monthly wage (salary paid every two weeks x 26 pay periods in a year ÷ 12 months in a year = monthly salary).
 - (4) If a person is paid a salary two times a month, the amount of salary paid should be multiplied by 24 and then divided by 12. This would be a person's monthly wage (salary paid two times a month x 24 pay periods in a year ÷ 12 months in a year = monthly salary).
- (b) To state the basis of your gross monthly income, you must check only the box that applies. If you are paid by the hour, check the first box and enter the amount per hour you are paid and then enter the number of hours per week you work. If you are paid a salary, check the second box and enter the amount of your monthly salary. If you are paid bonuses, enter the amount of your bonuses.

Paragraph 3. Enter the name of the other party's current employer and the amount of their income before any deductions (gross income). You should include overtime if the overtime is a regular part of the employment and the other party can actually expect to regularly earn a certain amount of income from working overtime. If the other party is not employed enter "not employed" on the first line and go to the next paragraph.

- (a) Here is how to figure monthly income. All income should be annualized and divided by 12. For example:
- (1) If a person is paid hourly, the hourly rate should be multiplied by the number of hours worked per week. That figure should be multiplied by 52 and then divided by 12. This would be a person's monthly wage (hourly rate x number of hours worked per week x 52 weeks in a year ÷ 12 months in a year = monthly wage).
 - (2) If a person is paid a weekly salary, the weekly salary should be multiplied by 52 and then divided by 12. This would be a person's monthly wage (weekly salary x 52 weeks in a year ÷ 12 months in a year = monthly salary).
 - (3) If a person is paid a salary every other week, the amount of salary paid should be multiplied by 26 and then divided by 12. This would be a person's monthly wage (salary paid every two weeks x 26 pay periods in a year ÷ 12 months in a year = monthly salary).
 - (4) If a person is paid a salary two times a month, the amount of salary paid should be multiplied by 24 and then divided by 12. This would be a person's monthly wage (salary paid two times a month x 24 pay periods in a year ÷ 12 months in a year = monthly salary).

- (b) To state the basis of the other party's gross monthly income, you must check only the box that applies. If the other party is paid by the hour, check the first box and enter the amount per hour the other party is paid and then enter the number of hours per week they work. If the other party is paid a salary, check the second box and enter the amount of their monthly salary. If the other party is paid bonuses, enter the amount of their bonuses.

Paragraph 4: If your current income represents your ability to earn income you do not have to complete this paragraph. If you are capable of earning greater income than you are currently earning, you must complete this paragraph. You must state the name of the employer where you earned a greater wage and the amount of the income before any deductions.

To state the basis of this gross monthly income, you must check only the box that applies. If you were paid by the hour, check the first box and enter the amount per hour you were paid and then enter the number of hours per week you worked. If you were paid a salary, check the second box and enter the amount of your monthly salary. If you were paid bonuses, enter the amount of your bonuses.

Paragraph 5. If you would like child support calculated on the basis of the other party's current income, you do not have to complete this paragraph. But if you believe the other party is capable of earning greater income than what is currently being earned, you should complete this paragraph.

If you believe the other party is capable of earning greater income, you must state the reason for your claim by entering the name of the past employer and the amount of the income before any deductions.

To state the basis of this gross monthly income, you must check only the box that applies. If the other party was paid by the hour, check the first box and enter the amount per hour the other party was paid and then enter the number of hours per week they worked. If the other party was paid a salary, check the second box and enter the amount of their monthly salary. If the other party was paid bonuses, enter the amount of the bonuses.

Paragraph 6. If you have health insurance available to you through your employment that would cover the child(ren), check "do." If you do not have health insurance available to you through your employment that would cover the child(ren), check "do not." If you check "do," enter the cost per month for covering your child(ren). This cost should not include amounts paid for coverage for you or any other party.

Paragraph 7. If the other party has health insurance available through employment that would cover the child(ren), check "does." If the other party does not have health insurance available through employment that would cover the child(ren), check

“does not.” If you check “does,” enter the cost per month for covering the child(ren). This cost should not include amounts paid for coverage for the employee or any other person.

Paragraph 8. You must check the boxes that apply.

- (a) If you have a mandatory retirement plan through your employment to which you must contribute, you must check the first box and enter the amount you contribute each month. If your contribution is more than the minimum required by the plan, you can only enter the amount of the minimum contribution required.
- (b) If you do not contribute to a retirement plan through your employer you must check the second box.
- (c) If you do not have a mandatory retirement plan through your employment but contribute to a voluntary retirement plan, check the third box and enter the amount of your monthly contribution. This amount cannot be greater than 4% (four percent) of your gross income from employment or 4% (four percent) from the net income from self-employment.
- (d) If you do not contribute to a voluntary retirement plan, check the fourth box.

Paragraph 9. You must check the boxes that apply.

- (a) If the other party has a mandatory retirement plan through employment to which they must contribute, you must check the first box and enter the amount the other party contributes each month. If the other party contributes more than the minimum required by the plan, you can only enter the amount of the minimum contribution required.
- (b) If the other party does not contribute to a retirement plan through an employer, you must check the second box.
- (c) If the other party does not have a mandatory retirement plan through employment but contributes to a voluntary retirement plan, check the third box and enter the amount of their monthly contribution. This amount cannot be greater than 4% (four percent) of the other party's gross income from employment or 4% (four percent) from the net income from self-employment.
- (d) If the other party does not contribute to a voluntary retirement plan, check the fourth box.

Paragraph 10. If you have other children you are supporting, enter the number of other children and the children's names and years of birth. To complete the remaining part of the paragraph, check only the box that applies.

If you are paying support for these other children because of a court order, check the first box and enter the name of the court (for example, District Court of Douglas County, or Lancaster County Juvenile Court), the case number, and the amount of the support ordered.

If you are supporting other children but there is no court order, check the second box. You must next enter the name of the other parent and enter that parent's monthly income before any deductions.

Paragraph 11. If the other party has other children to support, enter the number of other children and the children's names and years of birth. To complete the remaining part of the paragraph, check only the box that applies.

If the other party is paying support for these other children because of a court order, check the first box and enter the name of the court (for example, District Court of Douglas County, or Lancaster County Juvenile Court), the case number, and the amount of the support ordered.

If the other party is supporting other children but there is no court order, check the second box. You must next enter the name of the other parent and enter that parent's monthly income before any deductions.

SIGNATURE BLOCK:

ONLY WHEN YOU ARE BEFORE A NOTARY PUBLIC, on the first line sign your full name

Enter the date that you are signing this complaint.

Enter your first, middle and last names.

Enter your street address/P.O. Box.

Enter your City, State and Zip Code.

Enter your e-mail address.

Enter your phone number.

The notary public will fill out the date at the end of the Financial Affidavit and will sign his or her name in the last blank.