

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 you are filing the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter your spouse's first, middle, and last names. Your spouse is the defendant.
- The Clerk of the District Court will give you a case number when you file the Complaint. 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 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 2. 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 3. 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 4. Enter the name of your spouse's current employer and the amount of your spouse's income before any deductions (gross income). You should include overtime if the overtime is a regular part of the employment and your spouse can actually expect to regularly earn a certain amount of income from working overtime. If your spouse 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 your spouse's gross monthly income, you must check only the box that applies. If your spouse is paid by the hour, check the first box and enter the amount per hour your spouse is paid and then enter the number of hours per week your spouse works. If your spouse is paid a

salary, check the second box and enter the amount of your spouse's monthly salary. If your spouse is paid bonuses, enter the amount of your spouse's bonuses.

Paragraph 5: 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 6. If you would like child support calculated on the basis of your spouse's current income, you do not have to complete this paragraph. But if you believe your spouse is capable of earning greater income than what is currently being earned, you should complete this paragraph.

If you believe your spouse 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 your spouse was paid by the hour, check the first box and enter the amount per hour your spouse was paid and then enter the number of hours per week your spouse worked. If your spouse was paid a salary, check the second box and enter the amount of your spouse's monthly salary. If your spouse was paid bonuses, enter the amount of your spouse's bonuses.

Paragraph 7. If you have health insurance available to you through your employment that would cover the child(ren), circle "do." If you do not have health insurance available to you through your employment that would cover the child(ren), circle "do not." If you circle "do," enter the cost per month for covering your child(ren). This cost should not include amounts paid for coverage for you or your spouse.

Paragraph 8. If your spouse has health insurance available through employment that would cover the child(ren), circle "does." If your spouse does not have health insurance available through employment that would cover the child(ren), circle "does not." If you circle "do," enter the cost per month for covering the child(ren). This cost should not include amounts paid for coverage for the employee or spouse.

Paragraph 9. 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 10. You must check the boxes [] that apply.

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

Paragraph 11. 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 and then enter the method you are using to support that child. For example, you are the custodial parent or you pay cash directly to the child's custodial parent

or you provide support in any other way. You must next enter the name of the other parent and enter that parent's monthly income before any deductions.

Paragraph 12. If your spouse 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 your spouse 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 your spouse is supporting other children but there is no court order, check the second box and then enter the method your spouse is using to support that child. For example, your spouse is the custodial parent or your spouse is paying cash directly to the child's custodial parent or providing support in any other way. You must next enter the name of the other parent and enter that parent's monthly income before any deductions.

- ***This form must be signed before a Notary Public.***