

# Alft & Wilson Publishing Form 1 Preparation Notes

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You must provide accurate information. Sometimes it is impossible to know the exact numbers and, in those cases, use common sense and your best judgement. You may need to explain to the court how you arrived at any number. Be prepared to respond. If you “guess” at numbers, the form will not be accurate, and it will be rejected by the court. Judges will examine your forms and check the results. Do not waste your time and money. Do it right the first time because you will be paying a fee to a lawyer to help you.

By using this form, you understand that the lawyer who prepares the Form 1 for you will be relying on the information you provided. The lawyers do not verify the information you provide. It is your responsibility to provide the best and most accurate information you can.

Your name: \_\_\_\_\_ Email: \_\_\_\_\_

## Children Data (“Number of Children for Support” area.)

1. How many children are involved in your case? \_\_\_\_\_ (children considered as dependents are those who are age 0 – 18 but 19 and still in high school, you would include them).
2. Are you planning on having Shared Physical Care? This means that each party will have the children half the time. Example, one week with mom then next week with dad. If your answer is yes, skip question number 3 below.
3. Approximately how many days will the non-custodial parent have visitation per year with the child(ren). Example: every other weekend Friday- Sunday and two weeks in the summer is 66 days per year – 26 weekends X 2 days plus 14 days. Add every other holiday, let’s say 7 more days and you are up to 73 days. If the non-custodial parent is going to have the kids all summer, you may reach one of these milestones.

- \_\_\_\_\_ 0 – 127 days
- \_\_\_\_\_ 128 – 147 days
- \_\_\_\_\_ 148 – 166 days
- \_\_\_\_\_ 167 or more days.

### Qualified Additional Dependents

Do you the other party in your case have children with another person? A child is a dependent who is 18 or under and in school. If they are out on their own at 18, they are not a child you may claim. If they are a child, they are known as Qualified Additional Dependents. If you have them, you can claim them which may affect the child support result. If you have a child with an ex and you must pay child support for that child by order of the court, you may NOT claim the child as a QAD. You must advise how much you are actually paying in child support.

How many QADDs:

Mom: \_\_\_\_\_

Dad: \_\_\_\_\_

### Income Data

Do not guess at the numbers. If you simply cannot find out what the other party earns, provide your best estimate. You may have to explain this to the court so don't exaggerate. Do not provide a phony number for your own income either. The judge may ask to see your W2 from the prior year. A negative number is not allowed. Sometimes self-employed individuals will claim so many deductions that they have a net-loss of income (farmers). **If you are estimating a number, make sure you indicate "Estimate"!**

4. Gross Yearly WAGE Income:

Dad \$ \_\_\_\_\_

Mom \$ \_\_\_\_\_

5. Gross Yearly SELF-EMPLOYMENT Income:

Dad \$ \_\_\_\_\_

Mom \$ \_\_\_\_\_

6. Gross Yearly ALIMONY Income:

Dad \$ \_\_\_\_\_

Mom \$ \_\_\_\_\_

7. Gross Yearly Unearned Taxable Income:

Dad \$ \_\_\_\_\_

Mom \$ \_\_\_\_\_

8. If you have other income that is not, for example subject to FICA or Federal Tax, provide the following:

Dad - Income Description: \_\_\_\_\_

Income Amount: \$ \_\_\_\_\_

Check the boxes that apply these taxes:

Federal Tax – FICA – State Tax – Pension

Mom - Income Description: \_\_\_\_\_

Income Amount: \$ \_\_\_\_\_

Check the boxes that apply these taxes:

Federal Tax – FICA – State Tax – Pension

**Tax Information Data**

If you have one child at issue in your case, you both cannot claim the child. Likewise, if you have one child, both cannot file as Head of House hold.

9. How many children will dad claim as tax dependents under age 16: \_\_\_\_\_

10. How many children will mom claim as tax dependents under age 16: \_\_\_\_\_

11. How many children will dad claim as tax dependents 17 or older: \_\_\_\_\_

12. How many children will mom claim as tax dependents 17 or older: \_\_\_\_\_

13. Is dad over the age of 65? Yes – No

14. Is mom over the age of 65? Yes – No

15. Is dad blind? Yes – No

16. Is mom blind? Yes – No

17. The filing status on dad’s next tax return will be (these are the only options allowed by the guidelines. If you don’t understand, read the help files.):

Single: \_\_\_\_\_

Head of Household: \_\_\_\_\_

Married filing Separated: \_\_\_\_\_

18. The filing status of the mom's tax return will be:

Single: \_\_\_\_\_

Head of Household: \_\_\_\_\_

Married filing Separated: \_\_\_\_\_

### **Additional Tax Credits – School Tax**

19. You may indicate dad's School District Surtax Rate in the program.

20. You may indicate mom's School District Surtax Rate in the program.

### **Federal Tax Credits**

21. Dad:

a. Tax Description: \_\_\_\_\_

b. Tax Amount \$ \_\_\_\_\_

22. Mom:

a. Tax Description: \_\_\_\_\_

b. Tax Amount \$ \_\_\_\_\_

### **Medical Insurance**

If the children are covered under a health insurance plan, you are allowed to claim what it costs to have the children added to the plan so long as the cost is "reasonable".

Title XIX: Title XIX is NOT health insurance under the rules. Do not indicate that insurance is provided at no cost if the children are covered by Title XIX.

Hawk-I: This is NOT health insurance under the rules. If the children are covered by Hawk-I, indicate the cost of the Hawk-I coverage being paid by that party and check the box that this is Hawk-I coverage.

**Dad Deductions**

23. Union dues: ..... \_\_\_\_\_ per \_\_\_\_\_

24. Mandatory Occupational License Fees ..... \_\_\_\_\_ per \_\_\_\_\_

25. Medical/Health Insurance on the children ..... \_\_\_\_\_ per \_\_\_\_\_.

Is this Hawk-I coverage? If yes, indicate the cost and check the box below.

26. If you entered a cost for Hawk-I coverage above, check this box: \_\_\_\_\_

27. Is health insurance coverage provided on the children at no cost? Yes – No

If you indicated Yes to the question immediately above, is this Title XIX? If yes, you must check NO on question 28 above.

30. Are you paying child support per a prior order of the court? Yes – No

31. If yes, amount per year that you are actually paying? \$ \_\_\_\_\_

If you are not paying it, you cannot claim it. You cannot claim this amount and at the same time claim a QADD (question 4 above). If you are not paying the support ordered, you may claim a QADD. Read the help file.

32. Are you paying spousal support per a prior order of the court? Yes – No

33. If yes, amount per year you are paying per year? \$ \_\_\_\_\_

34. Are you paying for Medical Support per a prior order of the court? Yes – No

35. If yes, how are you paying per year? \$ \_\_\_\_\_

36. If you are paying child care expenses for the current children, indicate the amount you are paying per year \$ \_\_\_\_\_

37. Number of children in childcare? \_\_\_\_\_

**Mom Deductions**

38. Union dues ..... \_\_\_\_\_ per \_\_\_\_\_

39. Mandatory Occupational License Fees ..... \_\_\_\_\_ per \_\_\_\_\_

40. Medical/Health Insurance on the children ..... \_\_\_\_\_ per \_\_\_\_\_

Is this Hawk-I coverage? If yes, indicate the cost and check the box below.

41. If you entered a cost for Hawk-I coverage above, check this box: \_\_\_\_\_

42. Is health insurance coverage provided on the children at no cost? Yes – No

If you indicated yes to the question immediately above, is this Title XIX? If yes, you must check NO in question 42 above.

43. Are you paying child support per a prior order of the court? Yes – No

44. If yes, amount per year that you are paying? \$ \_\_\_\_\_

If you are not paying it, you cannot claim it. You cannot claim this amount and at the same time claim a QADD (question 4 above). If you are not paying the support ordered, you may claim a QADD. Read the help file.

45. Are you paying spousal support per a prior order of the court? Yes – No

46. If yes, amount per year you are paying per year? \$ \_\_\_\_\_

If you are not paying it, you cannot claim it.

47. Are you paying for Medical Support per a prior order of the court? Yes – No

48. If yes, how are you paying per year? \$ \_\_\_\_\_

If you are not paying it, you cannot claim it.

39. If you are paying child care expenses for the current children, indicate the amount you are paying per year \$ \_\_\_\_\_

40. Number of children in childcare? \_\_\_\_\_