

# Instructions to Complete Income and Expense Affidavit

This is an affidavit which means it is under oath. It is of your *monthly* income, your *monthly* deductions, and then your *monthly* expenses. This form is used to assess your ability to pay or your need for spousal support (alimony). Be thorough and complete, but do not speculate. Also, be prepared to explain to the opposing attorney or judge how you arrived at the figures you provided.

**WE NEED THIS BACK FROM YOU AT LEAST SEVEN DAYS BEFORE COURT SO WE CAN TYPE IT UP.**

## Income -

Part 1 deals with your gross monthly income from all sources. If you are on salary, put your salary. If you are paid hourly, you need to take your year-to-date gross income and pro-rate it over the period it covers. It includes overtime and not just base pay.

For example, if you have made \$22,542.00 through May 31, divide the amount by 5, and put \$4,508.40. If your pay period ends in the middle of a month, divide it by the number of weeks it covered. For example, if you earned \$22,542.00 through May 9, 2004, you would divide it by 19 weeks, multiply your weekly amount x 52 weeks, then divide by 12 for a monthly average. [ $\$22,542 \div 19 = \$1,186.42 \times 52 \text{ weeks (in a year)} = \$61,693.84, \div 12 = \$5,141.15 \text{ per month.}$ ] *Total all gross income income.*

## Deductions -

Each deduction also needs to be computed to a *monthly* average. Again, if your stub ends on a month, divide each deduction by the month covered for a monthly average. If you are paid weekly or the pay period ends in the middle of a month, divide by weeks, pro-rate it like the income was pro-rated. *Total all deductions and what the difference is between your gross pay and your net pay.*

## Expenses -

Some expenses are fixed each month, like rent or mortgage notes, and are easy to list. Other expenses, like groceries are utilities, need to be averaged. I recommend looking at the past six months and getting an average. Your check register is the easiest way to do this.

*Be careful not to list things twice.* If you listed a loan deduction from your check because it is directly withheld, do not list it again. Do not list your mortgage under rent and then again under your fixed debts.

Again, *total all of your expenses* under each category *and again at the end* for your total monthly living expenses.