

# GUIDE TO FORM 13.1 FINANCIAL STATEMENT FOR MAKING OR RESPONDING TO

## SUPPORT AND PROPERTY CLAIMS



## Welcome!

This is a guide to getting started to assist you through the process of completing your financial disclosure obligations with your Form 13.1 Financial Statement.

This Guide won't provide you with all the answers, but it will give you the confidence to know when you need to ask the right questions.

## Goals

Completing family law financial disclosure properly requires four components, which this guide helps you, step by step:

1. Form 13.1 Financial Statement
2. Form 13A Financial Disclosure Certificate
3. Your financial documents, compiled
4. Sending it all to your spouse

## A to Z

This guide will walk you through the major steps from start to finish.

But we know you may have more questions as you work your way through it all. So we have created a series of videos with the assistance of Litigation Help.

### HOW-TO VIDEOS





## Table OF CONTENTS

This Guide was created to help motivate and guide you through completing the Form 13.1 financial statement. We recommend reading it in the order it is presented.

# Table of Contents

**Get Motivated**

**Get the Correct Form**

**Get Context**

**Step 1: File Storage**

**Step 2: File Folders**

**Step 3: Naming Your Documents**

**Step 4: Gather Your Income and Child Expenses Documents**

**Step 5: Helpful Hints and  
Mock Form 13.1 Financial Statement**

**Step 6: Form 13A Financial Disclosure Certificate**

**Step 7: Putting It All Together**

**Step 8: Updating Your Information**

**Legal Disclaimer:** This Guide is not providing legal advice. Just as you ought to speak to a doctor before relying or applying medical information you may read, you should speak to a legal professional before relying or applying information you read in this Guide to your specific circumstances.



## get MOTIVATED

The financial disclosure process requires your effort and concentration, and cannot realistically be completed in one sitting. Before you begin, let's start with some motivation. Come back here when you need it.

# FAMILY LAW FINANCIAL DISCLOSURE

## FIVE REASONS TO GET YOUR DISCLOSURE GAME ON

### 1. Get what you need, sooner.

From support to sale of the home, the sooner you have your financial information together, the easier it is to ask for what you need.

Trust may be in short supply, but it is in high demand. Giving financial information without fuss says "I'm ready to listen, I'm ready to be heard."

### 2. Create Trust, on the cheap

A prompt, candid telling of your financial circumstances builds credibility now, and when it really counts: future changes.

### 3. Build Credibility

Most family law professionals work at hourly rates. So getting your financial information together faster = completing the process faster = saving real \$\$\$.

### 4. Save Real Cash

Whether you resolve your family law issues in or out of the court process, the legal issues are the same. Be ready. Be prepared. You got this.

### 5. Be prepared, for whatever happens



DisclosureClinic.com

get  
THE CORRECT  
FORM

Just before we go any further, are you sure you have the correct financial statement form? There are two: **Form 13** and **Form 13.1**. This Guide is for the Form 13.1. Use the infographic below to double check before you begin.

## FAMILY LAW FINANCIAL DISCLOSURE Financial Statements

### Which to use?

*If you're seeking claims for:*

- Special & Extra-Ordinary Child Expenses
- Spousal Support
- Motion to Change a final support order/agreement
- FRO Refraining Order

*Or you're responding to claims for:*

- Table Child Support
- Special & Extra-Ordinary Child Expenses
- Spousal Support
- Motion to Change a final support order/agreement
- A Child Protection "Payment Order"

*If you're (also) seeking OR responding to claims for:*

- Equalization of Net Family Property
- Exclusive Possession of the Matrimonial Home
- Equitable Property Division (Unjust Enrichment, Resulting Trust, Constructive Trust)

**Form 13**

**Form 13.1**

NO FINANCIAL STATEMENT NEEDED

A Financial Statement is not needed if you are only claiming:

- Decision Making, Parenting time or Contact of a Child
- Table Child Support, or to change Table Child Support
- A claim related to an arbitration

 [DisclosureClinic.com](http://DisclosureClinic.com)

You may be wondering where does it all end? This infographic is a summary of the entire disclosure process if you are in a court proceeding. The flow is similar even if you are not. The key is staying ahead of the process, and we'll do just that.

 Disclosure Clinic Presents

# ADVANCING YOUR DISCLOSURE

## Through the Court Process



### Financial Statement

Attach to your Financial Statement: Proof of your current income & Notices of Assessment for the past three years. (Also separately serve your past three years' tax returns.)



### 30 days after serving your financial statement

For support claims, there are more income documents to provide, especially if you are self-employed.

Get a checklist here:

[disclosureclinic.com/apps/checklists](https://disclosureclinic.com/apps/checklists)

For property claims, provide documents showing your ownership in, and value of, every entry in the "Valuation Date" & "Date of Marriage" columns of your Financial Statement.



### Case Conference

Serve and file a Form 13A Financial Disclosure Certificate listing all of your documents.

Every situation is different. You now have the opportunity to ask (and expect to be asked) for further documentation regarding income & property. Prepare a list in your Form 17A Case Conference Brief, send a letter or use Form 20.



### Settlement Conference

Some values in your Financial Statement may require an expert's written opinion. Think: House, Pension, Business, complicated liabilities or income. All 'Expert Reports' need to be completed before the Settlement Conference. (Be sure to also update your Financial Statement now.)



### Trial Management Conference

There may be discreet entries that you do not have documentation for and need witness evidence, for example: debts to family or date of marriage items. Now is the time to list those witnesses & update expert reports, if necessary.



### Trial

If you've worked on your financial disclosure requirements until now and still going to trial, update your Financial Statement and collate your financial documents together as an "Exhibit Book".

**How Many Moves Can You Stay Ahead?**

step  
**1**

As you begin your journey in completing your financial statement, know that the process does **not** start with filling out the financial statement. Instead, you need to create a document filing system. Here's how.

## File Storage

Before you start working on your financial statement, find either a place on your computer or a cloud storage site that works for you. Collecting necessary documents will help you organize and share them, which is a key component to the financial disclosure process. In choosing a storage site, consider:

- Ease of access for you
- User interface for the device(s) you will likely use for uploading and for organizing
- Ease of uploading
- Privacy Settings
- Ease of controlling the sharing features
- Cost
- Additional features, such as search, listing contents and editing within the cloud

Here are commonly used free services:



[Apple iCloud](#)



[Google Drive](#)



[Box](#)



[Microsoft One Drive](#)



[Dropbox](#)



[Sync](#)



## step **2**

Now we are going to create some folders to put your documents into.

# File Folders

It is essential that you keep track of your documents, so you will want to make folders.

1. Create a top-level folder "**My Financial Disclosure**".
2. Create subfolders. We recommend naming the subfolders with numbers 01, 02... to keep them in the order of the financial statement. We'll give you two options here, simple and more detailed.

### Option 1: Simple Folder list

Create the following five folders:

- 01 Income**
- 02 Expenses**
- 03 Assets**
- 04 Debts**
- 05 Other**

Or [click here](#) to download the folders already created (you will need to open a [ZIP file](#)).

### Option 2: Complete Folder list

The more complete folder list includes folders for (almost) every section of the financial statement:

- 01 Income**
- 02 Budget and Expenses**
- 04a Land**
- 04b Household Goods and Vehicles**
- 04c Savings and Accounts**
- 04d Insurance**
- 04e Business Interests**
- 04f Money owed to Me**
- 04g Other Property**
- 05 Debts and Other Liabilities**
- 06a Date of Marriage Assets**
- 06b Date of Marriage Debts and Liabilities**
- 07 Excluded Property**
- 08 Disposed of Property**

Or [click here](#) to download the folders already created (you will need to open a [ZIP file](#)).



# step **3**

A consistent method of naming your documents will make it easier to find and identify your documents. It will keep you in control and well-organized, especially when you are compiling your Form 13A Financial Disclosure Certificate.

## Naming Your Documents

There is no “correct” way to name your documents, so don’t worry. We recommend the methods below, but if you have another idea that works for you, use it.

The key is consistency.

### Income Documents

*[name of document] – [your name] – [date of document]*

2023 Income Tax Return – Y. Name – 2024.04.30

2023 Notice of Assessment – Y. Name – 2024.05.10

Pay Stub – Y. Name – 2024.03.21

### Child Expense Documents

*[Child] – [Provider] – [date of document] [type of document]*

Samantha – Super Camp – 2023.06.03 registration invoice

### Property Documents

One trick is to name the document using the column order of the financial statement table that the document belongs to.

For example, for Savings and Accounts, or for Debts and Other liabilities, try:

Category	INSTITUTION (including location) DESCRIPTION (including issuer and date)	Account number	Amount / Estimated Market Value		
			on date of marriage	on valuation date	today

*[Category] – [Institution] – [Last 4 Account Number digits] - [date of document] [type of document]*

Chequing – RBC – 5576 – 2023.07.03 screenshot

TFSA – CIBC – 9981 – 2023.07.03 printout

Mortgage – Simplii Financial – 3343 – 2023.07.03 statement



# step **4**

There are 3 main sections in the Form 13.1 Financial Statement: **Income, Expenses** and **Property**. There is also Schedule "B" for **Children's Special & Extra Ordinary Expenses**. Let's get right into collecting documents.

## Documents to start gathering

Now that you have folders and a sense of how to name your documents, here's an overview of the documents you will be collecting first:

### **(A) Income Documents**

Use the Document Checklist for Support Claims – DC Form 13(3.1) on the next page.

### **(B) Expense Documents and Children's Expenses**

Generally, you don't need to document your entries for the Expenses section unless your budget becomes a primary issue in your circumstances.

You definitely should collect either invoices or receipts for children's expenses that will form a claim of Special and Extra Ordinary Expenses (found at Schedule B of the Form 13.1). The Document Checklist for Support Claims – DC Form 13(3.1) includes a section focusing which child expenses you should collect documents for.

### **(C) Property Documents**

Whereas we've recommended gathering documents before working on the income and children's expenses, it's the other way around for the Property section. You will fill out the form first to list what you own and owe, and then use that list to create a checklist of documents you'll need to collect.

You'll get to property later. First, let's focus on your income & child expense documents.

### **What if I don't have a required document?**

Keep a list of documents you still need to get, and assess the difficulty in getting them. It is better that you are on top of your own disclosure than being told what is missing.



**Get  
STARTED!**

*On the next 4 pages is a Document Checklist for Support Claims.*

*Scroll through it to see what you have, or need to get.*

*This form is just to assist you, so check off what you collect to keep track.*

## PART 1A: PAST AND CURRENT INCOME

**1. If you are a Citizen or Resident of Canada, or otherwise required to file a Canadian Income Tax Return:**

- 2023 Personal income tax return, including all applicable slips, attachments and schedules
- 2022 Personal income tax return, including all applicable slips, attachments and schedules
- 2021 Personal income tax return, including all applicable slips, attachments and schedules
  
- 2023 Personal Notice of (Re)Assessments, OR the Income and Deductions printout provided by Canada Revenue Agency
- 2022 Personal Notice of (Re)Assessments, OR the Income and Deductions printout provided by Canada Revenue Agency
- 2021 Personal Notice of (Re)Assessments, OR the Income and Deductions printout provided by Canada Revenue Agency

**2. If you are an Indian within the meaning of the *Indian Act (Canada)* and have chosen not to file income tax returns:**

OR

**If you earn income in any foreign country not reported in Canada:**

- 2023 Proof of Income Earned: \_\_\_\_\_
- 2022 Proof of Income Earned: \_\_\_\_\_
- 2021 Proof of Income Earned: \_\_\_\_\_

**3. If you are claiming a change or cancellation of arrears of support prior to 2020:**

- For each additionally stated year, your personal income tax return including all applicable slips, attachments and schedules

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

- For each additionally stated year, personal Notices of (Re)Assessments OR the Income and Deductions printout provided by Canada Revenue Agency

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**4. If you are an employee:**

- The most recent paystub / statement of earnings indicating the total earnings paid in the year to date, including overtime  
OR
- A letter from your employer setting out that information including your current rate of annual salary or remuneration

**If you are completing this financial statement for the purpose of obtaining a Refraining Order, also include:**

The three most recent paystubs / statement of earnings indicating the total earnings paid in the year to date, including overtime

**5. If you became unemployed within the last three years:**

- A complete copy of your Record of Employment, or other evidence of termination, AND
- A statement of any benefits or income that you are still entitled to receive from your former employer despite or as a result of the termination.

**6. If you received or are receiving any of the following Income Assistance in this current tax year, provide:**

- A most recent stub/statement of income indicating the total amount of income from the applicable source during the current year;  
OR
- A letter from the appropriate authority indicating the total amount of income from the applicable source during the current year

Check as applicable

<input type="checkbox"/> Employment insurance	<input type="checkbox"/> Social assistance	<input type="checkbox"/> Any other source
<input type="checkbox"/> COVID Relief	<input type="checkbox"/> Workers compensation	_____
<input type="checkbox"/> Pension payments	<input type="checkbox"/> Disability payments	

## 7. If you earn income from a self-employed business, professional practice or rental property not within a corporation:

Business or Property 1	Business or Property 2	Business or Property 3	Business or Property 4	
Name or address:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2024 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2023 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 Financial Statement or equivalent

8. If you control a corporation, provide the following documents for **EACH** corporation and any subsidiary corporation

Note: A subsidiary is a corporation owned or controlled by the corporation you own or control, and includes subsidiaries of subsidiaries.

Corporation 1	Subsidiary A	Subsidiary B	Subsidiary C	
Name(s):				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2024 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2023 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 Financial Statement or equivalent
Corporation 2	Subsidiary A	Subsidiary B	Subsidiary C	
Name(s):				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2024 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2023 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 Financial Statement or equivalent
Corporation 3	Subsidiary A	Subsidiary B	Subsidiary C	
Name(s):				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2024 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2023 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 Financial Statement or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 Financial Statement or equivalent

## 9. If you or your corporations are in a partnership:

- If available, 2024 Statement confirming your or your corporation's income and draw from, and capital in, the partnership
- 2023 Statement confirming your, or your corporation's, income and draw from, and capital in, the partnership
- 2022 Statement confirming your, or your corporation's, income and draw from, and capital in, the partnership
- 2021 Statement confirming your, or your corporation's, income and draw from, and capital in, the partnership

10. If you or your corporations are a beneficiary under a trust, provide for *EACH* Trust:

Trust 1	Trust 2	Trust 3	
Name(s):			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the trust settlement agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2024 Trust Financial Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If available, 2023 Trust Financial Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Trust Financial Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 Trust Financial Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 Trust Financial Statement

## NON-ARMS LENGTH TRANSACTION SCREENING

Pursuant to *Child Support Guidelines*, you must disclose the existance of transactions between your businesses, partnerships, corporations (including subsidiary corporations) with any "non-arms lenth" persons, businesses, partnerships or corporations.

A person is considered "non-arms length" if that person is:

- a family member of yours, by blood or adoption
- an intimate partner of yours: romantic, marriage or common law
- a business partner of yours, even if not an owner of your particular business(es)
- a family member or intimate partner of any business partner of yours
- a long-time friend of yours

A business, partnership or corporation is considered "non-arms length" if:

- the business or corporation is owned or controlled by any of the individuals listed above.
- the business or corporation is owned or controlled by you

11. In the past three years, have you, your business, partnership, corporation (including subsidiary corporations) provided or paid salaries, wages, management fees or other payments or benefits to any:

YES	NO	<u>If yes, paying source(s)</u>	<u>Name of Recipient(s)</u>
	<u>family member</u> of yours, by blood or adoption	_____	_____
	<u>intimate partner</u> of yours: romantic, marriage or common law	_____	_____
	<u>business partner</u> of yours who is not an owner of this particular business	_____	_____
	<u>family member or intimate partner of any business partner</u> of yours	_____	_____
	<u>long-time friend</u> of yours	_____	_____
	<u>business, partnership or corporation owned or controlled by any of the individuals listed above</u>	_____	_____
	<u>other business, partnership or corporation is owned or controlled by you</u>	_____	_____

If you answered yes to any question above, you may be asked, separately, to explain:

- (i) the specific transactions, including dates and amounts;
- (ii) the nature of the transactions and if they were necessary to earn income; and
- (iii) the reasonableness of the transactions in regard to your family law rights and obligations.

Pursuant to the *Child Support Guidelines*, a court can order that parents of a child share the costs of the following expenses for a child:

- (a) Child care expenses incurred as a result of the employment, illness, disability or education or training for employment of the parent who has the majority of parenting time;
- (b) that portion of the medical and dental insurance premiums attributable to the child;
- (c) health-related expenses that exceed insurance reimbursement by at least \$100 annually;
- (d) extraordinary expenses for primary or secondary school education or any other educational programs that meet the child's particular needs;
- (e) expenses for post-secondary education;
- (f) extraordinary expenses for extracurricular activities.

**12. If you are seeking a claim to share the costs of any of the above expenses, provide:**

**Description of Expense 1:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 2:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 3:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 4:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 5:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 6:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 7:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 8:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 9:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense

**Description of Expense 10:** \_\_\_\_\_ **For Child(ren):** \_\_\_\_\_

- Document(s) evidencing the Expense
- If applicable, a document of any Subsidy, Benefit and/or Tax Deduction related to the Expense



## step 5

It's time to start completing the financial statement. Instead of telling you what to do, we've completed a mock financial statement so you can see what the entries could look like. Here are some helpful tips.

# Helpful Tips to complete your Form 13.1

## Adding your own notes

You can add notes to your financial statement. Doing so is entirely voluntary. We recommend using brief, pointed notes if it will help show/remind you of:

- Calculations: *"Amount shown is \$456.00 x 6 months /12"*
- Qualifications: *"This is just an estimate"*
- Compliment: *"Based on the 2022 Invoice"*

## Income

You are expected to represent your current income from all sources.

Most people do not get paid on a monthly basis, so you will need to convert your income to monthly. Complicating matters is that there are not exactly 4 weeks in a month. Here is the shorthand calculation methods:

Paid weekly: [pay] x 4.33

Paid every two weeks: [pay] x 2.16

Paid twice a month: [pay] x 2

If you have employment transitions, fluctuating overtime/bonus income or are self-employed, you can rely on last year's income as the best representation of your current income. Divide the annual amount by 12. Be sure to make a note.

## Expenses

You can choose what situation your expenses represent. Examples:

- your past situation, if recently separated, including standard of living at the time of separation
- your current situation, including where you have reduced expenses or others are paying your expenses, including your spouse

In addition, you can make a second copy of your expenses pages to represent your future budget, e.g. your expected expenses once you move into a new accommodation.

step  
**5**

Helpful tips, continued, for the Property section.

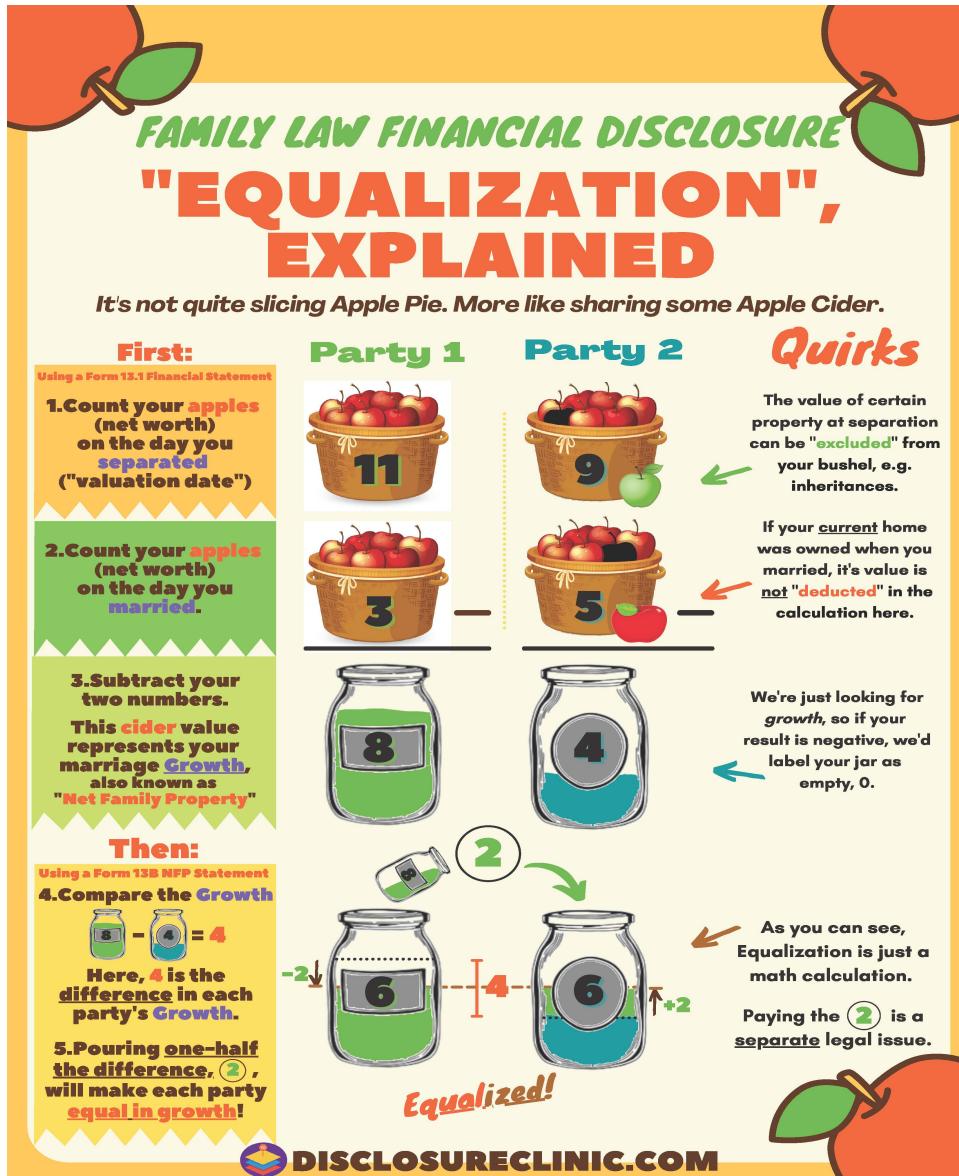
First, it helps to understand why there are three columns.

# Helpful Tips to complete your Form 13.1

## Property (page 1 of 4)

Category	INSTITUTION (including location)/ DESCRIPTION (including issuer and date)	Account number	Amount / Estimated Market Value		
			on date of marriage	on valuation date	today

The **middle column [step #1 below]** and **left column [step #2 below]** are used to calculate your "Net Family Property" for the Family Law Equalization of Net Family Property Calculation. The right "Today" column is your current net worth, which is found on both Form 13.1 and Form 13.



step

5

Helpful Property tips, continued.

On this page, we consider how best to start filling out the property section, starting with "Today" and going back in time.

# Helpful Tips to complete your Form 13.1

## Property (page 2 of 4)

3      2      1

Category	INSTITUTION (including location)/ DESCRIPTION (including issuer and date)	Account number	Amount / Estimated Market Value		
			on date of marriage	on valuation date	today
Joint Chequing	RBC	2789	N/A	\$4,557.86 One-half	\$2,356.98 One-half
Savings	BMO	5923	N/A	N/A	\$504.76
RRSP	IA Securities	SZS-77-S	\$10,825.73	N/A	N/A

1. For each section, try to the list of what you own and owe (i.e. your assets, accounts and debts) for the "**Today**" column. Pick any recent date, be consistent.
2. Then think about whether you owned the same assets, accounts and debts at **Valuation Date**. If you didn't, write "N/A" (*not applicable*) as the value as of **Valuation Date**.  
Still on **Valuation Date**, think if you had any other assets, accounts and debts **at that date** that no longer exist as of **Today**. Perhaps you sold a property or closed bank accounts. List those as well, and put N/A in the **Today** column.
3. Hardest yet, think back to the **date you civilly married**: did you have the same assets, accounts and debts as **Today** or **Valuation Date**? Did you owe or own any additional line items that no longer exist at Valuation Date/Today? Don't forget about possible old debts such as student loans.



Wondering if your lists are complete? Here is a useful acronym to think about your accounts and other assets: **APRICOT**

<b>Apps on your phone</b>	Banking, Online Wallets, Retail Credit Cards, Crypto, Payment Apps
<b>Prior employment</b>	LIRA, stocks/options, group RRSP, ESP, RSU, RSA, ESOP, DPSP
<b>Retirement accounts</b>	RRSP, RRIF
<b>Investments</b>	GICs, savings bonds, mutual funds, treasury bills, investment property
<b>Current employment</b>	Pension, group RRSP, ESP, RSU, RSA, ESOP, DPSP
<b>Outside Canada</b>	pensions, retirement accounts, real property, accounts, inheritances
<b>Trust Property</b>	RESP, RDSP, children's accounts, trustee or beneficiary of a formal Trust, money or property owned in someone's name but held for you.



## step 5

Helpful Property tips, continued.

On this page, we start collecting documents for the property section. As you find each document, be sure to name them and place them into the appropriate folder.

# Helpful Tips to complete your Form 13.1

## Property (page 3 of 4)

**By now you will start to see a list of items that you owned or owed.**

**Now you can start collecting documents for **Date of Marriage** and **Valuation Date**.**

(1) For each line item, we are looking to document that you owned it and its value on the applicable date. Some documents may contain both, for example a bank statement will have your name on it (ownership) and the balance (value) on the applicable date.

(2) Some assets you may have separate documents for ownership and value.

### Valuing complicated assets and debts

Some assets require “opinion evidence” appraisal by an expert to determine its exact value, such as a:

- real estate property
- vehicles, jewelry, expensive household contents like artwork
- pension
- business
- certain executive compensation, like RSUs and RSAs

Some debts or liabilities may also need opinion evidence for their value:

- “disposition costs” and tax liabilities for certain assets, like investment properties, RRSPs and business interests

Before seeking those values, be sure to obtain the ownership documents first. Appraisals of jointly owned assets may require coordination with the other party. You can write an estimated value and note “estimate”, or you can put a “TBD” for those values as a placeholder. You are not expected to have opinion evidence on your first draft.

### Checking to make sure you provided the basic documents

The *Family Law Rules* contains a list of specific property documents to collect, based mostly on the above. You can download a [cross-check summary chart here](#) and scroll through it to see if you missed anything.



# step 5

Helpful Property tips, continued. On this page you will learn about

**Part 7: Excluded Property.** Importantly, be sure that any property sought to be excluded is also listed earlier in the form on Valuation Date.

## Helpful Tips to complete your Form 13.1

### Excluded Property FAQ (page 4 of 4)

#### What is excluded property?

The purpose of calculating your "net family property" is to share accumulated growth during a marriage, as spouses assume different roles and accumulate different assets and debts. Certain assets do not relate to the relationship or roles within it. These assets include: inheritances, other gifts from 3<sup>rd</sup> parties, personal injury awards, life insurance proceeds or any asset "excluded" by domestic contract. These assets, if they exist on Valuation Date, are included in your financial statement but can then be "excluded" from the calculation of net family property.

#### How do I exclude "excluded property"

You need to complete your financial statement showing all your assets in Part 4. Only then, in Part 7, can you exclude the value of the claimed excluded property from your net worth as it was on valuation date.

#### How do I complete Part 7 of the Financial Statement?

- (1) Find the **category** of exclusion that your asset fits into.
- (2) Provide **details** as to (a) when you received property or money during the marriage; and (b) which asset or account is being excluded at valuation date.
- (3) Insert the **value** – or portion of value - of the asset or account that is being excluded.

#### PART 7: EXCLUDED PROPERTY

Show by category the value of property owned on the valuation date that is excluded from the definition of "net family property" (such as gifts or inheritances received after marriage).

Category	Details	Value on valuation date
Gift or inheritance from third person	From Grammy's estate, deceased 2015. \$25,000 USD received into Chequing USD BMO 5156, moved to TFSA - BMO – 8311 in May 2019. \$0.00 in account at the time. No other deposits. Balance remaining.	\$10,322.11

#### What documents do I need to provide?

1. Any documents that show you were entitlement and/or receipt of property or funds during the marriage. This can include a Will or birthday card, or even just a transfer from a third party into your account. You want any documentation that confirms that the property or funds were a gift and whether the donor explicitly intended to exclude the income *in particular*.
2. Any documents "tracing" (linking) the receipt of property or funds from the date of entitlement/receipt to the asset or account owned at Valuation Date. In the case of money, think bank statements.

ONTARIO  
Superior Court of Justice, Family Court  
(Name of court)

Court File Number  
**FS-24-000216-0000**

at **161 Elgin St., 2nd Fl., Ottawa ON K2P 2K1**  
(Court office address)

**Form 13.1: Financial Statement (Property and Support Claims) sworn/affirmed March 20, 2024**

**Applicant(s)**

Full legal name Katherine N. Holmes  
Address 2116 Monson Crescent  
Phone & fax Gloucester, ON K1J 6A8  
Email Tel: (613) 555-2345  
dawsons creek1998@hotmail.com

**Applicant(s) Lawyer**

Name Rachel Dawes  
Address BETTER LAWYERS LLP  
Phone & fax 301 Wellington St  
Email Ottawa, ON K1A 0J1  
Tel: (613) 555-2211  
lawyer@betterlawyers.ca

**Respondent(s)**

Full legal name Thomas Cruise  
Address 2116 Monson Crescent  
Phone & fax Gloucester, ON K1J 6A8  
Email Tel: 613-882-5555  
tomcruise4real@gmail.com

**Respondent(s) Lawyer**

Name Bruce Wayne  
Address Barrister & Solicitor  
Phone & fax 25 Sussex Drive  
Email Ottawa, ON K1M 1M4  
Tel: (613) 456-7890, Fax: (613) 321-7654  
contactgoodlaw@aibn.on.ca

**This form is filed by:**

applicant  respondent

**INSTRUCTIONS**

1. USE THIS FORM IF:
  - you are making or responding to a claim for property or exclusive possession of the matrimonial home and its contents; or
  - you are making or responding to a claim for property or exclusive possession of the matrimonial home and its contents together with other claims for relief.
2. USE FORM 13 INSTEAD OF THIS FORM IF:
  - you are making or responding to a claim for support but NOT making or responding to a claim for property or exclusive possession of the matrimonial home and its contents.
3. If you have income that is not shown in Part I of the financial statement (for example, partnership income, dividends, rental income, capital gains or RRSP income), you must also complete **Schedule A**.
4. If you or the other party has sought a contribution towards special or extraordinary expenses for the child(ren), you must also complete **Schedule B**.

**NOTE:** You must **fully and truthfully** complete this financial statement, including any applicable schedules. You must also provide the other party with documents relating to support and property and a Certificate of Financial Disclosure (Form 13A) as required by Rule 13 of the Family Law Rules.

1. My name is (full legal name) Thomas Cruise

I live in (municipality & province) Gloucester, Ontario

and I swear/affirm that the following is true:

**PART I: INCOME****2. I am currently**

employed by (*name and address of employer*)  
Dependable Zamboni Drivers Ltd.  
Canadian Tire Centre, 1000 Palladium Drive, Ottawa, ON K2V 1A5

self-employed, carrying on business under the name of (*name and address of business*)  
TC Zamboni, 2116 Monson Crescent, Gloucester, ON K1J 6A8

unemployed since (*date when last employed*)

**3. I attach proof of my year-to-date income from all sources, including my most recent (*attach all that are applicable*):**

pay cheque stub     social assistance stub     pension stub     workers' compensation stub

employment insurance stub and last Record of Employment

statement of income and expenses/ professional activities (for self-employed individuals)

other (e.g. a letter from your employer confirming all income received to date this year)

**4. Last year, my gross income from all sources was \$ 82,278.00 (*do not subtract any taxes that have been deducted from this income*).**

**5.  I am attaching all of the following required documents to this financial statement as proof of my income over the past three years, if they have not already been provided:**

- a copy of my personal income tax returns for each of the past three taxation years, including any materials that were filed with the returns. (*Income tax returns must be served but should NOT be filed in the continuing record, unless they are filed with a motion to refrain a driver's license suspension.*)
- a copy of my notices of assessment and any notices of reassessment for each of the past three taxation years;
- where my notices of assessment and reassessment are unavailable for any of the past three taxation years or where I have not filed a return for any of the past three taxation years, an Income and Deductions printout from the Canada Revenue Agency for each of those years, whether or not I filed an income tax return.

*Note: An Income and Deductions printout is available from Canada Revenue Agency. Please call customer service at 1-800-959-8281.*

**OR**

I am an Indian within the meaning of the *Indian Act* (Canada) and I have chosen not to file income tax returns for the past three years. I am attaching the following proof of income for the last three years (*list documents you have provided*):

(In this table you must show all of the income that you are currently receiving whether taxable or not.)

<b>Income Source</b>	<b>Amount Received/Month</b>
1. Employment income (before deductions) – I recently received a raise	\$6,844.22
2. Commissions, tips and bonuses	
3. Self-employment income (Monthly amount before expenses: \$ 866.00) (2022)	\$233.00
4. Employment Insurance benefits	
5. Workers' compensation benefits	
6. Social assistance income (including ODSP payments)	
7. Interest and investment income	\$158.22
8. Pension income (including CPP and OAS)	
9. Spousal support received from a former spouse/partner	
10. Child Tax Benefits or Tax Rebates (e.g. GST)	
11. Other sources of income (e.g. RRSP withdrawals, capital gains) (*attach Schedule A and divide annual amount by 12)	\$28.53
12. Total monthly income from all sources:	<b>\$7,263.97</b>
13. Total monthly income X 12 = Total annual income:	<b>\$87,167.64</b>

## 14. Other Benefits

*Provide details of any non-cash benefits that your employer provides to you or are paid for by your business such as medical insurance coverage, the use of a company car, or room and board.*

## PART 2: EXPENSES

EXPENSE	Monthly Amount
<b>Automatic Deductions</b>	
CPP contributions	\$291.66
EI premiums	\$79.42
Income taxes	\$1,620.08
Employee pension contributions	
Union dues	\$74.03
Health Plan (employee contributions)	\$98.40
Life Insurance	\$24.44
Gift program	\$2.16
<b>SUBTOTAL</b>	<b>\$2,190.19</b>
<b>Housing</b>	
Rent or mortgage	\$2,250.64
Property taxes	\$565.85
Property insurance	\$135.00
Condominium fees	
Repairs and maintenance	
<b>SUBTOTAL</b>	<b>\$2,951.49</b>

<b>Utilities</b>	
Water	\$100.00
Heat	\$140.00
Electricity	\$175.30
Telephone	
Cell phone	\$120.00
Cable	\$140.00
Internet	Included in cable
<b>SUBTOTAL</b>	<b>\$675.30</b>
<b>Household Expenses</b>	
Groceries	\$800.00
Household supplies	\$50.00
Meals outside the home	\$100.00
Pet care	
Laundry and Dry Cleaning	\$20.00
Cleaning Help - \$80 per week	\$346.40
<b>SUBTOTAL</b>	<b>\$1,316.40</b>
<b>Childcare Costs</b>	
Daycare expense	
Babysitting costs	

<b>SUBTOTAL</b>	<b>\$0.00</b>
<b>Transportation</b>	
Public transit, taxis	
Gas and oil	\$443.00
Car insurance and license	\$255.00
Repairs and maintenance	\$75.00
Parking	\$10.00
Car Loan or Lease Payments	\$654.35
<b>SUBTOTAL</b>	<b>\$1,437.35</b>
<b>Health</b>	
Health insurance premiums	
Dental expenses – Net of Plan Coverage	\$25.00
Medicine and drugs	\$15.00
Eye care	\$20.00
<b>SUBTOTAL</b>	<b>\$60.00</b>
<b>Personal</b>	
Clothing	\$80.00
Hair care and beauty	\$25.00
Alcohol and tobacco	\$50.00
Education (specify)	

Entertainment/recreation (including children)	\$100.00
Gifts	\$25.00
<b>SUBTOTAL</b>	
	<b>\$280.00</b>
<b>Other expenses</b>	
Life insurance premiums	
RRSP/RESP withdrawals	
Vacations – reduced due to separation	\$100.00
School fees and supplies	
Clothing for children	Paid by Katie
Children's activities – includes equipment	\$150.00
Summer camp expenses – includes March Break Camp	\$105.00
Debt payments	
Support paid for other children	
Other expenses not shown above (specify)	
<b>SUBTOTAL</b>	<b>\$355.00</b>
<b>Total Amount of Monthly Expenses</b>	
	<b>\$9,265.73</b>
<b>Total Amount of Yearly Expenses</b>	
	<b>\$111,188.76</b>

**PART 3: OTHER INCOME EARNERS IN THE HOME**

Complete this part only if you are making or responding to a claim for undue hardship or spousal support. Check and complete all sections that apply to your circumstances.

1.  I live alone.
2.  I am living with (*full legal name of person you are married to or cohabiting with*)  
Katherine N. Holmes
3.  I/we live with the following other adult(s):
4.  I/we have (*give number*) 1 of child(ren) who live(s) in the home.
5. My spouse/partner  works at (*place of work or business*)  
WB Network  
 does not work outside the home.
6. My spouse/partner  earns (*give amount*) \$ 2,200 per month.  
 does not earn any income.
7.  My spouse/partner or other adult residing in the home contributes about \$ \$500.00 per month towards the household expenses.

**PART 4: ASSETS IN AND OUT OF ONTARIO**

If any sections of Parts 4 to 9 do not apply, do not leave blank, print "NONE" in the section.

The date of marriage is: (give date) November 18, 2006

The valuation date is: (give date) July 6, 2022

The date of commencement of cohabitation is (if different from date of marriage): (give date) June 1, 2006

**PART 4(a): LAND**

Include any interest in land **owned** on the dates in each of the columns below, including leasehold interests and mortgages. Show estimated market value of your interest, but do not deduct encumbrances or costs of disposition; these encumbrances and costs should be shown under Part 5 "Debts and Other Liabilities".

Nature & Type of Ownership (Give your percentage interest where relevant.)	Address of Property	Estimated Market value of YOUR interest		
		on date of marriage	on valuation date	today
Matrimonial Home - 50%	2116 Monson Crescent Gloucester, ON K1J 6A8 -estimated date of separation value (\$1,200,000/2) -estimated today value (\$1,150,000/2)	N/A	\$600,000.00 One-Half	\$575,000.00 One-Half
House 100%	120 Mud Street West Hamilton, ON L8J 6R7 -net proceeds from sale in December 2006 shown	\$10,000.00	N/A	N/A
<b>15. TOTAL VALUE OF LAND</b>		<b>\$10,000.00</b>	<b>\$600,000.00</b>	<b>\$575,000.00</b>

**PART 4(b): GENERAL HOUSEHOLD ITEMS AND VEHICLES**

Show estimated market value, not the cost of replacement for these items owned on the dates in each of the columns below. Do not deduct encumbrances or costs of disposition; these encumbrances and costs should be shown under Part 5, "Debts and Other Liabilities".

Item	Description	Indicate if NOT in your possession	Estimated Market value of YOUR interest		
			on date of marriage	on valuation date	today
Household goods & furniture	Household contents at 2116 Monson Crescent – to be divided between the parties -Not Included		Not Included	Not Included	Not Included
Household goods & furniture	Household contents at 120 Mud Street West– to be divided between the parties -estimate, list to be provided		\$1,600.00	N/A	N/A
Cars, boats, vehicles	2016 Honda Element EX		N/A	Leased	Leased
Jewellery, art, electronics, tools, sports & hobby, equipment	Engagement ring -estimate		\$1,000.00	\$1,000.00	\$1,000.00
Other special items					
<b>16. TOTAL VALUE OF GENERAL HOUSEHOLD ITEMS AND VEHICLES</b>			<b>\$2,600.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>

**PART 4(c): BANK ACCOUNTS, SAVINGS, SECURITIES AND PENSIONS**

Show the items owned on the dates in each of the columns below by category, for example, cash, accounts in financial institutions, pensions, registered retirement or other savings plans, deposit receipts, any other savings, bonds, warrants, options, notes and other securities. Give your best estimate of the market value of the securities if the items were to be sold on the open market.

Category	INSTITUTION (including location)/ DESCRIPTION (including issuer and date)	Account number	Amount / Estimated Market Value		
			on date of marriage	on valuation date	today
Chequing (JT)	RBC  -date of marriage balance \$2,342.56/2 -valuation date balance \$8,411.72/2	xxx-2789	\$1,171.28	\$4,205.86 One-Half	Account closed
Savings (JT)	RBC  -valuation date balance \$288.66/2 - today balance \$301.16/2	xxx-5923	N/A	\$144.33 One-Half	\$150.58 One-Half
Chequing (USD)	RBC  -date of marriage balance USD \$14,231.96 as of October 31, 2006 (looking for November statement), calculated at the Bank of Canada exchange rate of 1.1340  -valuation date balance USD \$28,711.54 calculated at the Bank of Canada exchange rate of 1.2876  -today balance USD \$28,925.76 calculated at the Bank of Canada exchange rate of 1.3546	xxx-5156	\$16,139.04	\$36,968.97	\$39,182.83
Business Chequing	RBC	xxx-2223	N/A	\$554.43	\$923.02
TFSA	BMO	xxx-8311	N/A	\$10,322.01	\$6,598.54
Investment	IA Securities	xxx-77-S	N/A	\$103,027.17	\$96,774.90
Pension	NHL – ZA  -Family Law Value to be obtained	xxx-4003	N/A	TBD	TBD
Crypto	Wealthsimple	xxx-0327	N/A	\$34,631.54	\$14,590.32
LIRA	Scotiabank	xxx-6988	N/A	\$7,510.01	\$7,533.20
RRSP	CIBC  Estimate, still looking for documents	xxx-3482	\$60,000.00	N/A	N/A
RRSP	TD Bank	xxx-2411	N/A	\$93,615.08	\$95,777.45

RESP Account (Suri)	TD Bank -valuation date balance \$22,995.50 -today balance \$24,887.90	xxx-554-R	N/A	Not Included	Not Included
Youth Account (Suri)	Scotiabank -valuation date balance \$127.64 -today balance \$131.56	xxx-4624	N/A	Not Included	Not Included
<b>17. TOTAL VALUE OF ACCOUNTS, SAVINGS, SECURITIES AND PENSIONS</b>			<b>\$77,310.32</b>	<b>\$290,979.40</b>	<b>\$261,530.84</b>

**PART 4(d): LIFE & DISABILITY INSURANCE**

List all policies in existence on the dates in each of the columns below.

Company, Type & Policy No.	Owner	Beneficiary	Face Amount	Cash Surrender Value		
				on date of marriage	on valuation date	today
Manulife Group Life Insurance Policy #xxx-7391-A	Tom	Katie	1x salary	No CSV	No CSV	No CSV
Whole Life Policy #xxx-923-BH	Tom	Suri	\$250,000	N/A	\$574.33	\$594.55
<b>18. TOTAL CASH SURRENDER VALUE OF INSURANCE POLICIES</b>			<b>\$0.00</b>	<b>\$574.33</b>	<b>\$594.55</b>	

**PART 4(e): BUSINESS INTERESTS**

Show any interest in an unincorporated business owned on the dates in each of the columns below. An interest in an incorporated business may be shown here or under "BANK ACCOUNTS, SAVINGS, SECURITIES AND PENSIONS" in Part 4(c). Give your best estimate of market value of your interest.

Name of Firm or Company	Interest	Estimated Market value of YOUR interest		
		on date of marriage	on valuation date	today
TC Zamboni	100% (Sole proprietor). See Business Chequing - RBC - 2223	N/A	TBD	TBD
<b>19. TOTAL VALUE OF BUSINESS INTERESTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**PART 4(f): MONEY OWED TO YOU**

Give details of all money that other persons owe to you on the dates in each of the columns below, whether because of business or from personal dealings. Include any court judgments in your favour, any estate money and any income tax refunds owed to you.

Details	Amount Owed to You		
	on date of marriage	on valuation date	today
Ed Birce (friend) – personal loan		\$5,000.00	\$5,000.00
<b>20. TOTAL OF MONEY OWED TO YOU</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>

**PART 4(g): OTHER PROPERTY**

Show other property or assets owned on the dates in each of the columns below. Include property of any kind not listed above. Give your best estimate of market value.

Category	Details	Estimated Market Value of YOUR interest		
		on date of marriage	on valuation date	today
None				
<b>21. TOTAL OF OTHER PROPERTY</b>		\$0.00	\$0.00	\$0.00
<b>22. VALUE OF ALL PROPERTY OWNED ON THE VALUATION DATE</b> (Add items [15] to [21].)		\$89,910.32	<b>\$897,553.73</b>	\$843,125.39

## PART 5: DEBTS AND OTHER LIABILITIES

Show your debts and other liabilities on the dates in each of the columns below. List them by category such as mortgages, charges, liens, notes, credit cards, and accounts payable. Don't forget to include:

- any money owed to the Canada Revenue Agency;
- contingent liabilities such as guarantees or warranties given by you (but indicate that they are contingent); and
- any unpaid legal or professional bills as result of this case.

Category	Details	Amount owing		
		on date of marriage	on valuation date	today
Matrimonial Home Mortgage (JT)	RBC Mortgage #x0456 on 2116 Monson Crescent  -valuation date balance \$471,712.66/2 -today balance \$445,064.04/2	N/A	\$235,856.33 One-Half	\$222,532.02 One-Half
Secured Line of Credit	RBC Mortgage #x4823 on 2116 Monson Crescent  -valuation date balance (\$4,323.55/2) -today balance reflected on statement dated March 1, 2024	N/A	\$2,161.78 One-Half	\$0.00
Mortgage	120 Mud Street West	Included in 4(a)	N/A	N/A
Credit Card	Canadian Tire MasterCard Account #xxx-7707	N/A	\$5,000.00	\$3,515.67
Credit Card	Visa (account TBD)	TBD	N/A	N/A
Personal Loan	Money owed to my father	N/A	\$15,000.00	\$15,000.00
Student Loan	National Student Debt Account #xxx-8372	\$13,203.21	N/A	N/A
Taxes – Canada Revenue Agency	2022 Assessment, including penalty and interest		\$423.87	paid

Notional Disposition Costs (50%)	Re: 2116 Monson Crescent  -Calculated at 5% commission +HST, plus \$1,500.00 legal fees	N/A	\$34,650.00	\$33,237.50
Notional Disposition Costs	120 Mud Street West	Included in 4(a)	N/A	N/A
Contingent Tax Liability	RRSPs -calculated at 25%	\$15,000.00	\$23,403.77	\$23,944.36
Contingent Tax Liability	Pension -calculated at 25%	N/A	TBD	TBD
<b>23. TOTAL OF DEBTS AND OTHER LIABILITIES</b>		<b>\$28,203.21</b>	<b>\$316,495.75</b>	<b>\$298,229.55</b>

**PART 6: PROPERTY, DEBTS AND OTHER LIABILITIES ON DATE OF MARRIAGE**

Show by category the value of your property, debts and other liabilities, calculated as of the date of your marriage. (In this part, do not include the value of a matrimonial home or debts or other liabilities directly related to its purchase or significant improvement, if you and your spouse ordinarily occupied this property as your family residence at the time of separation.)

Category and details	Value on date of marriage	
	Assets	Liabilities
Land	\$10,000.00	
General household items & vehicles	\$2,600.00	
Bank accounts, savings, securities, pensions	\$77,310.32	
Life & disability insurance	\$0.00	
Business interests	\$0.00	
Money owed to you	\$0.00	
Other property (Specify.)	\$0.00	
Debts and other liabilities (Specify.)		\$28,203.21
	<b>TOTALS</b>	<b>\$89,910.32</b>
<b>24. NET VALUE OF PROPERTY OWNED ON DATE OF MARRIAGE</b> (From the total of the "Assets" column, subtract the total of the "Liabilities" column.)		<b>\$61,707.11</b>
<b>25. VALUE OF ALL DEDUCTIONS</b> (Add items [23] and [24].)		<b>\$378,202.86</b>

**PART 7: EXCLUDED PROPERTY**

Show by category the value of property owned on the valuation date that is excluded from the definition of "net family property" (such as gifts or inheritances received after marriage).

Category	Details	Value on valuation date
Gift or inheritance from third person	From Grammy's estate, deceased 2015. \$25,000 USD received into Chequing USD BMO 5156, moved to TFSA - BMO – 8311 in May 2019. \$0.00 in account at the time. No other deposits. Balance remaining.	\$10,322.11
Income from property expressly excluded by donor/testator		
Damages and settlements for personal injuries, etc.		
Life insurance proceeds		
Traced property		
Excluded property by spousal agreement		
Other Excluded Property		
	<b>26. TOTAL VALUE OF EXCLUDED PROPERTY</b>	<b>\$10,322.11</b>

**PART 8: DISPOSED-OF PROPERTY**

Show by category the value of all property that you disposed of during the two years immediately preceding the making of this statement, or during the marriage, whichever period is shorter.

Category	Details	Value
Vehicle	I sold a 2023 Yamaha YZ250 in January 2024. Proceeds went into Investment – IA Securities -77-S	\$9,594.00
<b>27. TOTAL VALUE OF DISPOSED-OF PROPERTY</b>		<b>\$9,594.00</b>

**PART 9: CALCULATION OF NET FAMILY PROPERTY**

	Deductions	BALANCE
<b>Value of all property owned on valuation date (from item [22] above)</b>		<b>\$897,553.73</b>
<b>Subtract value of all deductions (from item [25] above)</b>	<b>\$378,202.86</b>	<b>\$519,350.87</b>
<b>Subtract total value of all excluded property (from item [26] above)</b>	<b>\$10,322.11</b>	<b>\$509,028.76</b>
<b>28. NET FAMILY PROPERTY</b>		<b>\$509,028.76</b>

NOTE: This financial statement must be updated before any court event if it is:

- more than 60 days old by the time of the case conference,
- more than 30 days old by the time of the motion is heard, or
- more than 40 days old by the start of the trial or the start of the trial sitting, whichever comes first.

You may update this financial statement by either completing and filing

- a new financial statement with updated information, or
- an affidavit in Form 14A setting out the details of any minor changes or confirming that the information contained in this statement remains correct.

Sworn/Affirmed remotely in accordance with Ontario Regulation 431/20 under the Commissioners for Taking Affidavits Act

(municipality)

in Gloucester / Ottawa, Province of Ontario

(province, state or country)

on \_\_\_\_\_

(date)

Commissioner for taking affidavits

(Type or print name below if signature is illegible.)

Signature

(This form to be signed in front of a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)

**Schedule A**  
**Additional Sources of Income**

<b>Line</b>	<b>Income Source</b>	<b>Annual Amount</b>
<b>1.</b>	Net partnership income	
<b>2.</b>	Net rental income (Gross annual rental income of \$ )	
<b>3.</b>	Total amount of dividends received from taxable Canadian corporations	\$342.35
<b>4.</b>	Total capital gains (\$ ) less capital losses (\$ )	
<b>5.</b>	Registered retirement savings plan withdrawals	
<b>6.</b>	Income from a Registered Retirement Income Fund or Annuity	
<b>7.</b>	Any other income ( <i>specify source</i> )	

<b>Subtotal</b>	<b>\$342.35</b>
-----------------	-----------------

**Schedule B**  
**Special or Extraordinary Expenses for the Child(ren)**

Child's Name	Expense	Amount/yr.	Available Tax Credits or Deductions*
1. Suri	Orthodontics	\$1,200.00	
2. Suri	Math Tutoring \$50/session x about 4 per month x 10 months	\$2,000 Estimate	
3. Suri	Rep Soccer \$450/fall +895/summer + shoes/uniform \$330	\$1,675.00	\$134.40 Early bird discount
4. Suri	March Break Camp	\$330.00	Yes, claimed by Katherine
5. Suri	Summer Camps		Yes, claimed by Katherine
6.			
7.			
8.			
9.			
10.			

<b>Total Net Annual Amount</b>	<b>\$3,205.00</b>
<b>Total Net Monthly Amount</b>	<b>\$267.08</b>

\* Some of these expenses can be claimed in a parent's income tax return in relation to a tax credit or deduction (for example childcare costs). These credits or deductions must be shown in the above chart.

I earn \$ 87,167 per year which should be used to determine my share of the above expenses.

**NOTE:**

Pursuant to the Child Support Guidelines, a court can order that the parents of a child share the costs of the following expenses for the child:

- Necessary childcare expenses;
- Medical insurance premiums and certain health-related expenses for the child that cost more than \$100 annually;
- Extraordinary expenses for the child's education;
- Post-secondary school expenses; and,
- Extraordinary expenses for extracurricular activities.

## Form 13A Financial Disclosure Certificate

The Form 13A is a list of the documents that you will be providing to your spouse or their legal representative in satisfaction of your legal responsibility to provide financial disclosure.

You may be able to use technology to generate the list into the form.

If you are in a court proceeding, the Family Law Rules have different timelines for the Form 13.1 and the Form 13A, so you may not be required to complete this form at the very same time you complete the financial statement. But if you followed the directions until now, your basic disclosure will already be easily compiled and organized in all of the folders.

The list in the 13A is meant to be updated as more documents are exchanged.

A sample 13A follows.

at **161 Elgin St., 2nd Fl., Ottawa ON K2P 2K1**  
 (Court office address)

**Applicant(s)**

Full legal name **Kate N. Holmes**  
 Address **2116 Monson Crescent**  
 Phone & fax **Gloucester, ON K1J 6A8**  
 Email **Tel: (613) 555-2345**  
**dawsons creek1998@hotmail.com**

**Applicant(s) Lawyer**

Name **Rachel Dawes**  
 Address **BETTER LAWYERS LLP**  
 Phone & fax **301 Wellington St**  
 Email **Ottawa, ON K1A 0J1**  
**Tel: (613) 555-2211**  
**lawyer@betterlawyers.ca**

**Respondent(s)**

Full legal name **Thomas Cruise**  
 Address **2116 Monson Crescent**  
 Phone & fax **Gloucester, ON K1J 6A8**  
 Email **Tel: 613-882-5555**  
**tomcruise4real@gmail.com**

**Respondent(s) Lawyer**

Name **Bruce Wayne**  
 Address **Barrister & Solicitor**  
 Phone & fax **25 Sussex Drive**  
 Email **Ottawa, ON K1M 1M4**  
**Tel: (613) 456-7890, Fax: (613) 321-7654**  
**contactgoodlaw@aibn.on.ca**

**This form is filed by:**

applicant  respondent

**TO THE PARTIES**

You must provide complete financial disclosure to the other parties in your case. A list of the documents you must provide to the other party is set out in Rule 13 of the *Family Law Rules*. You must list in this form all of the documents that you are providing to the other party in support of the information set out in your financial statement and update it each time additional documents are provided to the other party.

Once you have completed this form,

- if your case includes support with or without special expenses but does not include a claim under Part I of the *Family Law Act* (Family Property), you must:
  - collect all required documentation.
  - prepare this certificate.
  - serve this certificate with attached documentation on the other party with your completed Financial Statement.
- if your case includes a claim under Part I of the *Family Law Act* (Family Property) with or without a claim for support, you must:
  - collect all required documentation.
  - prepare this certificate.
  - serve this certificate with attached documentation on the other party within 30 days of the day that your Financial Statement was due to be served.

If all of your documents are not available within these timeframes, when the additional documents are provided to the other party, you should also update this certificate and provide it to the other party.

If you do not provide financial disclosure as required, a court may make an order against you.

You must file a copy of your most up to date certificate with the court. The documentation is not filed with the court. If you are the applicant or moving party in your case, you must file this certificate seven days before the case conference. If you are the respondent, you must serve it four days before the case conference.

If you have served any additional or updated financial disclosure before the settlement conference, you must prepare, serve and file an updated Certificate of Financial Disclosure.

Document Number	Document Description	Date of Document (yyyy/mm/dd)	Date the Document was Provided to the Other Party (yyyy/mm/dd)
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#### PART 01 INCOME

1.	2023 Income Tax Return – T. Cruise –	2024.02.20	With this form
2.	2022 Income Tax Return – T. Cruise –	2023.04.29	With this form
3.	2021 Income Tax Return – T. Cruise –	2022.03.15	With this form
4.	2023 Notice of Assessment – T. Cruise –	2024.03.06	With this form
5.	2022 Notice of Reassessment – T. Cruise –	2023.07.09	2023.08.14
6.	2022 Notice of Assessment – T. Cruise –	2023.05.15	2023.08.14
7.	2021 Notice of Assessment – T. Cruise -	2022.03.28	2023.08.14
8.	Paystub - Dependable Zamboni Drivers Ltd. -	2024.03.07	With this form

#### PART 04A REAL PROPERTY

11.	2116 Monson Crescent – MCAP Assessment –	2018.06.04	With this form
12.	120 Mud Street – Property Abstract	2024.03.20	With this form
13.			

#### PART 04B HOUSEHOLD GOODS AND VEHICLES

14.	Contents at 2116 Monson Crescent – List	2024.03.05	With this form
15.	2016 Honda Element Ex – Lease Agreement	2022.10.22	With this form
16.			

#### PART 04C SAVINGS AND ACCOUNTS

17.	Chequing (Joint) – RBC – 2789 - statement	2022.07.31	With this form
18.	Savings (Joint) – RBC – 5923 - statement	2022.07.31	With this form
19.	Chequing USD – RBC – 5156 - printout	2022.07.31	With this form
20.	Bank of Canada Exchange Rate for July 6, 2022	2024.03.20	With this form
21.	Business - Chequing - RBC – 2223 – printout	2022.07.31	With this form
22.	TFSA – Scotiabank – 8311 – printout	2022.07.31	With this form
23.	Investment – IA Securities -77-S - statement	2022.09.30	With this form
24.	Pension – NHL-ZA – 4003 – FSRAO Form 1	2024.03.20	With this form
25.	Crypto – Wealthsimple 0 9327 – screenshot	2022.07.06	With this form
26.	LIRA – Scotiabank – 6988 – statement	2022.07.31	With this form
27.	RRSP – CIBC – 3482 - statement	2022.09.30	With this form
28.	RRSP – TD Canada Trust – 2411 – statement	2022.09.30	With this form
29.	RESP - TD Canada Trust – 554-R – statement	2022.12.31	With this form
30.	Youth Account – Scotiabank – 4624 - screenshot	2022.07.06	With this form

**PART 04D INSURANCE**

31.	Group Life - Manulife 3857391-A – policy statement	2023.12.30	With this form
32.	Whole Life - 88-90923-BH3 – email from broker with value as of July 6, 2022	2024.02.15	With this form

**PART 04E BUSINESS INTERESTS**

34.	TC Zamboni – See: 2022 Income Tax Return – T. Cruise – Business Chequing - RBC - 2223		
35.			
36.			

**PART 04F MONEY OWED TO ME**

37.	Birce – IOU Note	2021.05.05	With this form
38.			
39.			

**PART 04G OTHER PROPERTY**

40.	n/a		
41.			
42.			

**PART 05 DEBTS AND OTHER LIABILITIES**

43.	Mortgage (Joint) – RBC - 0456 - statement	2022.07.31	With this form
44.	Secured Line of Credit (Joint) - RBC – 4823 statement	2022.07.31	With this form
45.	Credit Card – Canadian Tire MC - 7707 - statement	2022.07.14	With this form
47.	Personal Loan – Father - Chequing (Joint) – RBC – 2789	2019.01.03	With this form
57.	Tax Owed - 2022 Notice of Assessment – T. Cruise –	2023.05.15	2023.08.14

**PART 06A DATE OF MARRIAGE ASSETS**

58.	Contents at 120 Mud Street West – List	2024.03.05	With this form
59.	Chequing Joint – RBC - 2789	2006.11.30	With this form
60.	Chequing USD – RBC – 8311	2006.10.31	With this form
61.	Bank of Canada Exchange Rate for November 18, 2006	2024.03.20	With this form
62.	RRSP – CIBC – 3482	Pending	

**PART 06B DATE OF MARRIAGE DEBTS AND LIABILITIES**

69.	Mortgage -120 Mud Street West	TBD	
70.	Student Loan – National Student Debt – 8372 - printout	2005-01-01- 2008.12.31	With this form
72.	Credit Card – Visa	TBD	

**PART 07 EXCLUDED PROPERTY**

74.	Grammy's Last Will and Testament	2001.01.27	With this form
75.	Chequing USD – BMO - 5156 - printout	2015.08.13 – 2019.05.30	With this form
76.	TFSA - BMO – 8311 – printout	2019.05.01 – 2022.06.30	With this form

**PART 08 DISPOSED OF PROPERTY**

77.	2023 Yamaha YZ250 – sale document	2024.01.19	With this form
78.	Investment – IA Securities -77-S – statement	2024.01.31	With this form
79.			

**SCHEDULE B SPECIAL OR EXTRAORDINARY EXPENSES FOR THE CHILD(REN)**

80.	Suri - Orthodontics – Bright Smiles – invoice	2023.11.28	With this form
81.	Suri - Math Tutoring – Ethan Hunter -	Interac transactions for 2024.01.08, 2024.01.15, 2024.01.22, 2024.01.29	With this form
82.	Suri - Rep Soccer – 2024 registration form	Downloaded 2024.02.28	With this form
83.	Suri – Rep Soccer Walmart receipt (last year)	2023.06.18	With this form
84.	March Break Camp	Kate has this document	
85.	Summer Camps	Kate has this document	

I am the Respondent in this case. I certify that I have provided the opposing party with all of the documents that I have identified in this checklist.

Certified at Gloucester on March 20, 2024  
(City) (Date)

(Signature of Party)



# step 7

Once you have completed your Form 13.1 and Form 13A, you are at your last steps to completing this stage of your financial disclosure.

## Putting it All Together

### 1. Finalize your Financial Statement

Gather and attach the documents required at page 2 of the Financial Statement:

- a. Proof of Current Income
- b. Notices of Assessment for the past three tax years

### 2. Find a Commissioner of Oaths

<https://www.ontario.ca/page/find-notary-public-or-commissioner-oaths-taking-affidavits>

### 3. Sign your Form 13A

The place to sign is at the bottom of your document. No need for a Commissioner of Oaths.

### 4. Send your disclosure to your spouse / legal representative

Dear \_\_\_\_\_,

Please find attached the following documents:

- (1) Form 13.1 Financial Statement – [Applicant/Respondent] – I. Name – DD-MMM-YYYY
- (2) Form 13A Financial Disclosure Certificate – [Applicant/Respondent] – I. Name – DD-MMM-YYYY
- (3) Income Tax Returns for YYYY, YYYY, YYYY

Please find a link to the disclosure documents that are in the attached Form 13A: [link](#)

I have a few more documents I am looking for, and intend to provide them to you soon.

I look forward to receiving your disclosure so we can start the process of resolving the financial issues.

Thank you,

### 5. Service and Filing

If you are in a court proceeding, *in addition to other relevant court documents*, you will need:

- (a) a Form 6B Affidavit of Service to confirm you served your Form 13.1 and 13A
- (b) File the Form 13.1, Form 13A and Form 6B with your courthouse.

Link to online court filing: [File Family Court Documents Online](#)

step  
**8**

Depending on your circumstances, you may need to update your financial statement.

Examples: if you have a pension, but it wasn't yet appraised at the time you first signed your financial statement.

The Chart below shows mandatory updating timelines if you are in a Court proceeding.

