

Post Divorce Checklist

Here are a few financial and legal steps you should consider doing immediately after your divorce is final.

Your Accounts & Credit	Time Frame
Change your name on all your financial documents, bank statements, etc.	Immediately
Close and change names on all joint accounts. Make sure all credit card bills and loans are paid promptly and closed by you or your spouse if responsible.	Immediately
Open a checking/savings account in your name.	Immediately
Establish your own credit history. Open a credit card in your name.	Immediately
Set up a liquid account with up to 3 to 6 months of cost-of-living expenses in a money market fund or a Certificate of Deposit (CD)	Immediately
Check investment accounts to see ownership of stocks, bonds and mutual funds are properly listed.	Immediately/final decree
Your Identification	
Change your name with Social Security.	Once you receive final decree
Change your name on your driver's license.	Once you receive final decree
Your Property	
Change title on your automobiles if necessary.	Immediately
Change over your automobile insurance.	Immediately
Have your spouse name taken off the mortgage for the house or apartment.	Immediately
Make sure you transfer ownership of all deeds for your homes or automobiles, boats, etc. and that they are recorded at the appropriate county recorder's office.	Immediately
Your Insurance & Finances	
Change beneficiaries on all Life Insurance policies, etc.	Immediately
Change beneficiaries on all Retirement & Pension accounts.	Immediately
Health insurance - Be sure to revise coverage for spouse and/or dependents depending on divorce decree.	Immediately
If you have a QDRO (Qualified Domestic Relations Order) make sure it's done.	Immediately
Execute a new will or trust. Designate guardians for your children if necessary. Be sure to update your health care proxy and your power of attorney documents.	Immediately
Go over your settlement agreement - review every detail with your attorney or your financial advisor to make sure everything is completed.	Immediately
Review your tax withholding allowances with your tax advisor or CPA.	Immediately

Post Divorce Documents Checklist

Here are a few documents you must have at hands reach at all times to assist you in accomplishing your task quickly and smoothly through your transistion.

Documents to Keep Handy	Location	
Birth & death certificates; marriage license; divorce-related agreements; citizenship papers; deeds; car titles; mortgage agreements; inventory and photos of household property.	Safe deposit box	Home
Tax returns, including documentation for prior 6 years; insurance policies; bank, brokerage & mutual fund statements; mortgage statements; employment benefit documents, including booklets on group insurance and retirement plans, employment agreements, deferred compensation agreements, stock option plans, Keogh & IRA documents and current benefit statements; business documents, such as partnership agreements, tax returns, stock redemption/buy-sell agreements and financial statements.	Filed separately and easily accessible	Home
Trust documents (if created by you or for the benefit of you, your spouse, or your children).	Home	Trustee's home & attorney's office
Will; power of attorney; living will; health-care power of attorney.	Attorney's office	Home & home of executor/ agent
Keep all payments and receipts for alimony and child support as well as any credit cards or loans paid off by you or your spouse. Make copies of all checks you send or receive. Keep a log of all checks with dates and amounts.	Filed separately and easily accessible	Home
Make a copy of your final judgement and settlement agreement. Keep the original in a safe or safe deposit box.	Safe deposit box	Home
Keep all of your children's documents together in a separate file. All birth certificates, social security cards, Immunization records for school, names of new and old doctors with address and telephone numbers.	Filed separately and easily accessible	Home