

# Separation Agreement Worksheet

Fill out the questionnaire to the best of your abilities before sitting down to negotiate with your former spouse. When answering, consider the other party's position and what would realistically work for your situation. Use this worksheet while negotiating an agreement.

## Basic Information

1) Date of marriage or cohabitation? 2) Date of Separation?

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2) Children? (names and date of births)

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3) Issues to be discussed? (*circle all that apply*)

Child Care   Child Support   Spousal Support   Property Division   Debt Division   Divorce

## Children

1) Shared guardianship or sole guardianship?

\_\_\_\_\_

Who has day to day care, control and supervision of children?

\_\_\_\_\_

Where children will live?

\_\_\_\_\_

Who makes decisions about the child's...

a. Education

\_\_\_\_\_

b. Extracurricular activities

\_\_\_\_\_

c. Cultural, linguistic, religious upbringing

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d. Health care

\_\_\_\_\_

e. Application for passport, permits etc.

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2) What will the Scheduled time with parents look like? *(be specific with dates and times)*

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Where will the Children spend holidays and school breaks?

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How are children to be picked up and dropped off?

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Who will pay what amount for child support? (use Child Support Guidelines)

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3) How will extraordinary expenses be paid for?

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When will payments occur? (e.g. first of each month)

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When will the payments start? (give a date)

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How will the payments be made? (e.g. cheque, direct deposit)

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How will medical expenses be covered? (e.g. under benefits)

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Are there outstanding child support payments still owing? (amount?)

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Agree to share financial information? (e.g. annually exchange tax returns, assessments)

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Other issues regarding children that should be discussed?

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### **Spousal Support**

1) Who pays what amount?

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When 1<sup>st</sup> payment is to be made?

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When will payments occur? (e.g. first of each month)

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How will the payments be made? (e.g. cheque, direct deposit)

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When will the last payment be made?

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Will you meet to review and revise support payments?

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How often?

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2) Other issues regarding spousal support that should be discussed?

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### **Property and Debt Division**

1) Details about family home?

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How family home will be dealt with? (e.g. put up for sale, stays with one of the parties)

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Who will pay for home upkeep expenses?

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List all other family property, how are they each to be divided?

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Other issues regarding property division that should be discussed?

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Details about family debt?

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Who will be responsible for which debt?

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Other issues regarding debt division that should be discussed?

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