Modern Divorce SOLUTIONS

File Naming & Upload Guide

One naming pattern for every statement, export and tax document.

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SCHEDULE A FREE CALL

30-minute consultation
calendly.com/amymillion_consult

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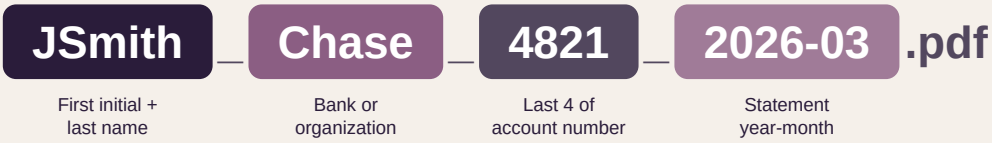
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Why one pattern matters

When every file is named the same way, nothing gets lost, nothing gets counted twice, and Amy can see at a glance which months are still missing. It takes a few extra seconds per file and saves hours later.

> *"Documentation wins. Your attorney argues the law. I prove the numbers."*

1. The pattern



Four parts, separated by underscores, in the same order every time. The finished name for a March 2026 Chase checking statement on account ending 4821 is **JSmith_Chase_4821_2026-03.pdf**.

2. The rules

1. **No spaces.** Use an underscore (_) between the four parts and a hyphen (-) inside a part: **Wells-Fargo**, **Bank-of-America**, **First-Fidelity**.
2. **Year first, then month: 2026-03.** Written that way, files sort in date order on any computer, and the gaps are easy to spot.
3. **Last four digits only.** Never type a full account number into a file name.
4. **Whose name goes first?** The account owner's. Joint accounts use your name. Your spouse's individual accounts use their initial and last name (e.g. **MSmith**).
5. **One statement per file.** Don't combine months into one PDF. A CSV export that covers a range is the exception — name it with the range: **JSmith_Chase_4821_2025-01_to_2025-12.csv**
6. **No account number?** Put a short document type in that spot: **JSmith_IRS-WageIncome_2024.pdf**, **JSmith_Paystub-Acme_2026-10.pdf**.
7. **Annual documents** (tax returns, W-2s, 1099s, transcripts) use the **tax year** only: **JSmith_Form-1040_2024.pdf**
8. **Keep the original format.** Send PDFs as PDFs and CSV or Excel files as they downloaded. If a bank password-protects a file, text Amy the password separately.

3. Examples

DOCUMENT	FILE NAME
Checking statement, March 2026	**JSmith_Chase_4821_2026-03.pdf**
Spouse's credit card statement	**MSmith_Amex_1007_2026-08.pdf**
Credit card transactions, full year (CSV)	**JSmith_Capital-One_5512_2025-01_to_2025-12.csv**
Venmo statement, one month (CSV)	**JSmith_Venmo_Statement_2026-04.csv**
Cash App monthly statement	**JSmith_CashApp_Statement_2026-04.pdf**
Zelle — the bank account it runs through	**JSmith_BancFirst_3390_2026-04.pdf**
PayPal activity report, 12 months	**JSmith_PayPal_Activity_2025-05_to_2026-04.csv**
Coinbase transaction history	**JSmith_Coinbase_TransactionHistory_2026-10.csv**
401(k) quarterly statement	**JSmith_Fidelity-401k_7731_2026-09.pdf**
Pay stub	**JSmith_Paystub-Acme_2026-10.pdf**
Federal tax return	**JSmith_Form-1040_2024.pdf**
IRS Wage & Income transcript	**JSmith_IRS-WageIncome_2024.pdf**
Social Security Statement	**JSmith_SSA-Statement_2026-11.pdf**
Credit report	**JSmith_Experian-CreditReport_2026-11.pdf**
Mortgage statement	**JSmith_Rocket-Mortgage_6604_2026-10.pdf**
Deed to a rental property	**JSmith_412-Elm-Rental_Deed_2014-06.pdf**
Business tax return	**JSmith_SmithHVAC-LLC_1120S_2024.pdf**

4. Renaming a file

- **Mac:** click the file once, press **Return**, type the new name, press Return again.
- **Windows:** click the file once, press **F2**, type the new name, press Enter.
- **iPhone or iPad (Files app):** press and hold the file, tap **Rename**.
- Easiest of all: rename as you save. When the download box asks where to save, type the new name right there.

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5. Suggested folders

If you're gathering files on your own computer first, these folders match how Amy organizes your case. Uploading them as one batch is fine, too.

- **01 Income & Taxes**
- **02 Bank Accounts & Payment Apps**
- **03 Retirement & Pensions**
- **04 Investments & Crypto**
- **05 Home & Real Estate**
- **06 Debts & Credit Reports**
- **07 Insurance & Benefits**
- **08 Business**
- **09 Children**
- **10 Agreements, Trusts & Other**

6. How to download statements and CSV files

Menus change from time to time. If a step doesn't match what you see, look for words like Statements, Documents, Activity, Export or Download.

Banks and credit cards

1. Sign in to online banking on a computer — downloads are easier there than in the app.
2. For PDFs, open **Statements** (sometimes under Documents or eDocuments) and save each month.
3. For CSV, open the account's **transaction history**, choose a date range, and look for **Download** or **Export** — pick CSV or Excel.
4. Closed account or older than the website shows? Call the bank and ask for statements by mail or secure message.

Venmo

1. Sign in at **venmo.com** on a computer and open **Statements**.
2. Choose the month and click **Download CSV**. Statements cover one month at a time, so repeat for each month.
3. Need older history than the site shows? Venmo support can email older statements on request.
4. Have a Venmo business profile or Venmo crypto? Switch to that profile and download its statements too.

Cash App

1. Monthly statements: in the app, tap your **profile icon › Documents › Account Statements**.
2. CSV of all activity: sign in at **cash.app** on a computer, open **Activity** or **Statements**, and choose **Export CSV**.
3. Used Cash App Bitcoin or stocks? Download those statements and tax forms from the same Documents area.

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Zelle

1. Zelle runs through your bank, so your **bank statement is the Zelle record**. Send statements for each account Zelle is linked to.
2. Many banks also show a separate Zelle activity list — if yours lets you download it, include it.
3. The standalone Zelle app has shut down and its history can no longer be retrieved, so bank statements are the only source for those payments.

PayPal

1. Sign in at **paypal.com**, open **Activity**, then **Statements** for monthly PDFs.
2. For CSV, choose **Activity report** (or Download), pick the dates — up to 12 months per report — and select CSV.

Crypto exchanges and wallets

1. On each exchange (Coinbase, Kraken, Gemini, Robinhood and so on), look under **Statements**, **Reports** or **Taxes** for a full **transaction history CSV** — choose “all time” if offered.
2. Also download each year’s tax forms (Form 1099-DA, 1099-B or 1099-MISC).
3. For self-custody wallets (Ledger, Trezor, MetaMask and others), list the **wallet type and public address** only.
4. **Never** share a seed phrase, recovery words or private key with anyone — including Amy. Nobody legitimate will ever ask for them.

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A note from Amy

Questions about a file, a format, or a statement you can't find? Call or text (405) 310-1320 or email amy@modernds.net.

If something won't download, send what you have and note what's missing. We'll sort it out together.

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