NEW (Q)DRO REQUEST

Note: The use of this form may result in processing delays. The most efficient method of submitting a new (Q)DRO request is through the completion of the online form.

BEFORE YOU BEGIN:

- Have the names, addresses (email and mailing), phone numbers, and dates of birth for the both the Alternate Payee and Participant. This information is required.
- The last four numbers of the Participant's Social Security number is appreciated. This information is often requested by the Plan when we are gathering information.
- **For this request to be processed efficiently, provide *all supporting documents* to along with this packet to our Intake Manager at intake@qdroco.com.** Supporting documents include: divorce decree, settlement agreement, and statement(s)*.

Once you have submitted the Intake Form, the following will happen:

- Our Intake Manager will review the form and supporting documents and establish the appropriate matter(s) in our system. You will be contacted regarding outstanding information or division clarification.
- Both parties (Alternate Payee and Participant) will receive an email indicating that an New (Q)DRO Request has been submitted on their behalf, and will be provided with the balance owed and payment instructions.
- Both parties will receive an email to our Retention Agreement for review and electronic signature.

Drafting begins *only after all of the following conditions are met:*

- We have received a copy of the parties' divorce decree.
- We have received the settlement/mediation agreement addressing the retirement plan division (needed only if the division is not specifically addressed in the divorce decree).
- We have received a statement for each account/benefit being divided.*
- Our Retention Agreement has been signed.
- We have received payment in full.

*Unless an equalization calculation is needed, an account/benefit statement is not mandatory. If you need an equalization calculation, statements for the division date are required before any work will commence.

QDRO REQUEST FORM

A standard Order includes: (1) plan document review; (2) retirement plan verification; (3) a draft Order; and (4) pre-approval if the Plan will review a draft.

☐ I would like pre-approval (if allowed by the Plan).
Note: A review of the draft QDRO typically takes 30-60 days.

PART A: CASE INFORMATION

PLAINTIFF / PARTY A:

Name: ______________________________

Street Address: ______________________________

City, State Zip: ______________________________

Phone Number: ______________________________

Email Address: ______________________________

Social Security Number: ______________________________

Date of Birth: ______________________________

DEFENDANT / PARTY B:

Name: ______________________________

Street Address: ______________________________

City, State Zip: ______________________________

Phone Number: ______________________________

Email Address: ______________________________

Social Security Number: ______________________________

Date of Birth: ______________________________

The Social Security Number is necessary for the Participant

Plaintiff / Party A is the: ☐ PLAN PARTICIPANT ☐ ALTERNATE PAYEE

Are either parties intending to move to a different address within the next 60 days? ☐ Yes ☐ No

If yes, which party? ☐ Plaintiff / Party A ☐ Defendant / Party B

Name of the person completing this form: ____

QDROCO generally requires that *at least one party* be represented by an attorney. Provide the name(s) of the applicable attorney(s) below.

Plaintiff ☐ does ☐ does not have an attorney

PLAINTIFF/PARTY A ATTORNEY:

Attorney Name: ______________________________

Firm Name: ______________________________

Street Address: ______________________________

City, State Zip: ______________________________

Phone Number: ______________________________

Email Address: ______________________________

Defendant ☐ does ☐ does not have an attorney

DEFENDANT/PARTY B ATTORNEY:

Attorney Name: ______________________________

Firm Name: ______________________________

Street Address: ______________________________

City, State Zip: ______________________________

Phone Number: ______________________________

Email Address: ______________________________

COURT INFORMATION:

Case No.: ___________________________

Judge: ______________________________

County: _____________________________

DURATION OF MARRIAGE:

Date of Marriage: ______________________

Date of Divorce: ______________________

Date of Division: ______________________

PART B: PAYMENT INFORMATION

(Q)DRO Drafting: $500

Order Dividing Military Retirement Pay: Call for Quote

Equalization Calculation: $100

How are the fees to be paid? Split 50/50 between the parties

Who is your preferred consultant? Sharee Burkel

PART C: PLAN INFORMATION

QDRO #1 – INFORMATION FOR RETIREMENT PLAN BEING DIVIDED

Employee (Participant) Name: ______________________________________ Gender: ___________

Employer/Company Name: ____

Company Phone: ______________________________ Contact Person: ________________________

Plan Name: ____

Hire Date: ________________

Employment Status: ☐Hourly ☐Salaried
☐Employed ☐Terminated ☐Retired ____________
(Date of Retirement)

Assignment Instructions – Defined Contribution Plan
(e.g., 401(k), 403(b), Profit Sharing, Thrift Plans, Deferred Comp)

Complete this section if the details are not included in the Judgment. If both are silent we will use our defaults.

- Assignment: ☐_______% of Total Account Balance as of ___ /___ /____;
  ☐$__________ as of ___ /___ /____;
  ☐Other: ____
- Include gains/losses (choose one): ☐Yes *(default)* ☐No
- Loan Treatment (choose one): ☐Include in total account balance ☐Exclude from total account balance *(default)*

Assignment Instructions – Defined Benefit Plan (e.g., Private Pension Plan)

Complete this section if the details are not included in the Judgment. If both are silent, we will use our defaults.

- Amount: ______% marital portion coverture
  ______% frozen as of the divorce date
  ______% total benefit at retirement
  ______ $ per month
  Other: ____
- Whose life expectancy? * ☐ Alternate Payee (separate interest) *(default)* ☐Participant (shared Interest)
- Include a qualified pre-retirement survivor annuity (QPSA)? ☐Yes *(default)* ☐No
- Include a qualified post-retirement joint and survivor annuity (QJSA) (*only for shared payment*)? ☐Yes
- Include early retirement subsidies and supplements? ☐Yes ☐No
- Include cost-of-living adjustments? ☐Yes ☐No

** If the Participant is in payout status, a shared payment approach is the only option and the form of benefit elected at the Participant's retirement cannot be altered.*

PART C: PLAN INFORMATION

QDRO #2 – INFORMATION FOR RETIREMENT PLAN BEING DIVIDED

Employee (Participant) Name: ____ Gender: ___________

Employer/Company Name: ____

Company Phone: ________________________________ Contact Person: _________________________

Plan Name: ____

Hire Date: ________________

Employment Status: ☐ Hourly ☐ Salaried
☐ Employed ☐ Terminated ☐ Retired ____________ (Date of Retirement)

Assignment Instructions – Defined Contribution Plan

(e.g., 401(k), 403(b), Profit Sharing, Thrift Plans, Deferred Comp)

Complete this section if the details are not included in the Judgment. If both are silent, we will use our defaults.

- Assignment: ☐ ______% of Total Account Balance as of ___/____/_____;
  ☐ $__________ as of ___/___/_____;
  ☐ Other: ____
- Include gains/losses (choose one): ☐ Yes *(default)* ☐ No
- Loan Treatment (choose one): ☐ Include in total account balance ☐ Exclude from total account balance *(default)*

Assignment Instructions – Defined Benefit Plan (e.g., Private Pension Plan)

Complete this section if the details are not included in the Judgment. If both are silent, we will use our defaults.

- Amount: ______% marital portion coverture
  ______% frozen as of the divorce date
  ______% total benefit at retirement
  ______ $ per month
  Other: ____
- Whose life expectancy? * ☐ Alternate Payee (separate inteest) *(default)* ☐ Participant (shared Interest)
- Include a qualified pre-retirement survivor annuity (QPSA)? ☐ Yes *(default)* ☐ No
- Include a qualified post-retirement joint and survivor annuity (QJSA) (only for shared payment)? ☐ Yes
- Include early retirement subsidies and supplements? ☐ Yes ☐ No
- Include cost-of-living adjustments? ☐ Yes ☐ No

** If the Participant is in payout status, a shared payment approach is the only option and the form of benefit elected at the Participant's retirement cannot be altered.*

IF YOU NEED ADDITIONAL QDROs, PLEASE SUBMIT AN EXTRA SHEET.

Additional Comments and Further Directives:

Use the space below for any information we should know that was not previously indicated.

THE RETENTION AGREEMENT & PAYMENT
INFORMATION WILL BE EMAILED TO THE PARTIES
If the parties do not use email, we will forward
this information to you to share with your client.