



**QDRO REQUEST FORM 2023**

REQUESTED BY \_\_\_\_\_

**PARTICIPANT INFORMATION (EMPLOYEE SPOUSE)**

PARTICIPANT NAME			
PARTICIPANT BIRTH DATE		<input type="checkbox"/> PLAINTIFF	<input type="checkbox"/> DEFENDANT
PARTICIPANT SOCIAL SECURITY #		EMAIL:	
PARTICIPANT ADDRESS			
PARTICIPANT ENTRY DATE:	/ /	If exact date unknown: Plan entry started before marriage <input type="checkbox"/> or during marriage <input type="checkbox"/>	

**ALTERNATE PAYEE INFORMATION (NON-EMPLOYEE SPOUSE)**

ALTERNATE PAYEE NAME			
ALTERNATE PAYEE BIRTH DATE		<input type="checkbox"/> PLAINTIFF	<input type="checkbox"/> DEFENDANT
A.P. SOCIAL SECURITY #		EMAIL:	
ALTERNATE PAYEE ADDRESS			

**ATTORNEY FOR PARTICIPANT**

PARTICIPANT ATTORNEY			
FIRM NAME			
ADDRESS			
EMAIL		PHONE:	

**ATTORNEY FOR ALTERNATE PAYEE**

ALTERNATE PAYEE ATTORNEY			
FIRM NAME			
ADDRESS			
EMAIL		PHONE:	

**PERTINENT INFORMATION**

DATE OF MARRIAGE		DATE OF CUTOFF/SEPARATION/COMPLAINT	
COUNTY AND STATE OF JURISDICTION		COURT CASE OR FILE #	
EMPLOYER NAME PLAN TO BE QDRO'D	_____		
IRA Note:	Contact IRA to confirm a QDRO is required before request with PAC. No refund issued if draft QDRO returned, by plan, deemed not needed.		
Refunds Note:	After any QDRO drafted, no refund. If withdrawn before drafted, partial refund based on admin, handling and review. Payment cancellation: \$35 fee assessed.		

**COMMUNICATION**

The draft should be sent to:	<input type="checkbox"/> PLAINTIFF	<input type="checkbox"/> DEFENDANT	PAC may communicate with	<input type="checkbox"/> PLAINTIFF	<input type="checkbox"/> DEFENDANT
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**PAYMENT AT TIME OF REQUEST (CHECK OR MONEY ORDER MADE PAYABLE TO PAC OR CREDIT CARD)**

FEES	<b>\$515 Per QDRO</b>	<i>Fee includes pre-approval where applicable. Fee includes Plan-necessitated revisions.</i>	CHECK ENCLOSED \$ _____ CARD AUTHORIZED \$ _____
CARD NUMBER, EXP DATE & SECURITY #	_____		
CARDHOLDER NAME BILLING ADDRESS	_____		

## QDRO Pre-Approval Service Information

Pension Analysis Consultants (PAC®) provides an *optional* QDRO Pre-Approval Service for those who want us to handle the pre-approval process directly with the Plan. With this option, you receive the draft QDRO already pre-reviewed and determined acceptable by the Plan, ready for court certification and then Plan submission and execution. Without this option, you will sent a draft QDRO as is. **PAC® Pre-Approval Service is available for most Defined Benefit Plans (pensions) and most Defined Contribution Plans including 401(k) and Savings Plans.** With this pre-approval service, you only need court certification once.

**Federal, Military and Vanguard or Fidelity:** Pre-Approval Service is not available for Federal, Military, Fidelity-administered or other Plans who require court-certified documentation prior to pre-approval review.

**IRA's:** Many IRA's do not require QDROs, so we urge you or the client to secure confirmation directly with the investment company that a QDRO or DRO is required before you request our services. There is no refund after we have drafted the QDRO, but then deemed not needed by the Plan.

**PROCEDURE:** We submit the custom hand-drafted QDRO directly to the QDRO Administrator following the information you indicate on this form below. We review files monthly to check status and send reminders to the Administrator if no response. We review Plan feedback and prepare modified drafts to accommodate Plan-necessitated revisions. With each step, we update the pre-approval spreadsheets and insert copies of all correspondence to and from the Plan in your QDRO file folder. Upon Plan pre-approval, we send you the pre-approved draft QDRO for Court and final Plan submission.

If Plan required revisions are requested, we will incorporate any necessary changes and re-submit for pre-approval, usually at no extra fee. However, if there are substantial changes required which alter the intent of the parties' agreement or are substantially different than that originally requested, additional fees apply.

**TURNAROUND:** PAC® drafts the QDRO in approximately two weeks. The entire pre-approval process is often accomplished smoothly within eight to twelve weeks. In many instances, the process could take months longer depending on the Plan. Plan administrators are not required to review orders within any particular time frame. PAC® is not responsible for lack of Plan response or the slowness of Plan Review Committee scheduling. PAC® is not responsible for internal Plan procedures or the effects of market fluctuation that may occur during the QDRO pre-approval process.

**CONTACT INFORMATION:** Please complete the information below. Contact the Plan to secure the name and contact information of the specific person and their company (often it will be a third-party administrator) responsible for the Plan's QDRO Pre-Approval Review. Giving us correct information regarding the exact name of the Plan and the right person who handles QDRO Review is essential for this process to move as fast as possible and minimize pre-approval delays.

QDRO PARTICIPANT NAME \_\_\_\_\_

**PRE-APPROVAL CONTACT PERSON INFORMATION:**

QDRO Administrator Name and Title \_\_\_\_\_

Plan Administrator Firm \_\_\_\_\_

Plan Address \_\_\_\_\_

Contact Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_