

# REQUIREMENTS FOR QUALIFIED DOMESTIC RELATIONS ORDER (QDRO)

Information for QDRO's relating to the following Plans: 401(k), Profit Sharing, and ESOP

Plan Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Alternate Payee Name: \_\_\_\_\_

Date QDRO Received: \_\_\_\_\_

Date Acknowledgment Letter Sent to Alternate Payee: \_\_\_\_\_

Date QDRO Reviewed: \_\_\_\_\_

Date of Letter Determining Qualification of Order: \_\_\_\_\_

## Checklist

\_\_\_\_\_ Clearly appears to be issued by a court, signed by a judge

\_\_\_\_\_ Clearly appears to be a judgment, decree or order      **Fees paid by:** \_\_\_\_\_

\_\_\_\_\_ Clearly appears to relate to child support, alimony or marital property rights

\_\_\_\_\_ Clearly appears to be made pursuant to a state domestic relations law

\_\_\_\_\_ Clearly appears to "create or recognize the existence of an alternate payee's right to, or assign to an alternate payee the right to receive all or a portion" of a participant's account

\_\_\_\_\_ Clearly specifies the name of the participant

\_\_\_\_\_ Clearly specifies the last known mailing address of the participant

\_\_\_\_\_ Clearly specifies the name of the alternate payee

\_\_\_\_\_ Clearly specifies the last known mailing address of each alternate payee

\_\_\_\_\_ Clearly specifies the amount or percentage of the total of the vested portion of participant's benefits to be paid to each alternate payee or the manner in which the amount or percentage is to be determined.

\_\_\_\_\_ Amount based on vested balance or full account balance?

\_\_\_\_\_ Clearly specifies the number of payments or period to which the order applies

\_\_\_\_\_ Clearly specifies that the order applies to a particular plan - state plan name correctly

\_\_\_\_\_ Times and method of payment that are permissible under the plan

\_\_\_\_\_ Does not require the plan to provide any type or form of benefit, or any option, not otherwise provided under the plan

\_\_\_\_\_ Does not require the plan to provide increased benefits (determined on the basis of actuarial value)

\_\_\_\_\_ Does not require payment of benefits to an alternate payee that are required to be paid to another alternate payee under another order determined to be a qualified domestic relations order