

| | <u>STEPS IN THE “A LA CARTE” QDRO OPTION</u> We cannot guarantee any time frames as all cases are different. | Estimated Time Frame |
|---|---|-----------------------------|
| <u>Step 1:</u> Provide Information | Turn in all intake information to QDRO Professionals: (a) Court Order, (b) Final Agreement, (c) Intake Form, (d) Fee Agreement, (e) Statement from Retirement Account, (f) Model QDRO Language and Plan Procedures, and (g) Payment in Full. <ul style="list-style-type: none"> • QDRO Professionals cannot control the time frame it takes the parties to turn in intake information. | |
| <u>Step 2:</u> Drafting | QDRO Professionals will open your file and begin drafting | 1-6 weeks |
| <u>Step 3:</u> Pre-Approval | QDRO Professionals will send a draft of the QDRO to the Plan for pre-approval. <ul style="list-style-type: none"> • Please note that not all Plans allow drafts to be submitted for pre-approval (FERS/CSRS/DFAS/Fidelity, etc.) • QDRO Professionals cannot control the time frame it takes the Plan to review the QDRO and respond. | 30-90 days |
| <u>Step 4:</u> Modifications | The Plan may respond with suggested modifications for the QDRO draft, which is very common. QDRO Professionals will implement the requested changes, notify the parties and resubmit the QDRO to the Plan for pre-approval if necessary. | 30-90 days |
| <u>Step 5:</u> Send QDRO to parties for completion | Once QDRO Professionals receives pre-approval from the Plan, we will send the drafted QDRO to the parties. | 30 days |
| Terms | | |
| Participant | Any employee or former employee of an employer, or member or former member of an employee organization who is or may become eligible to receive a benefit of any type from an Employee Benefit Plan or whose beneficiaries may be eligible to receive any such benefit. THE PERSON WITH THE BENEFIT IN HIS/HER NAME | |
| Alternate Payee | Any spouse, former spouse, child, or other dependent of a Participant who is recognized by a Domestic Relations Order as having a right to receive all, or a portion of the benefits payable under a plan. THE PERSON WHO WILL RECEIVE \$\$ VIA THE QDRO. | |
| Plan Administrator | Either (1) the person or entity specifically so designated by the terms of the instrument under which the plan is operated, or (2) if no such person is designated, the Plan Sponsor. | |