



Fee Agreement

PLEASE NOTE THE QDRO PROCESS TAKES APPROXIMATELY 3 MONTHS.

Below are the estimated time frames for each step.

Review submitted documents. Request plan procedures from Plan Admin	1 day
Review plan procedures. Draft preliminary QDRO and submit to Plan Admin	1 - 2 days
Plan Admin reviews preliminary QDRO and issues pre-approval letter	30 - 45 days
Forward pre-approved QDRO to Family Law Attorneys	1 day
Submit the pre-approved QDRO to the court for the Judge's review/signature and filing with the Clerk's office.	14 - 21 days
Submit the judge-signed order to the Plan Admin for final approval. Plan Admin creates temporary account holding the funds, and notifies spouse/former spouse.	30 - 45 days

Services specifically not included are as follows:

1. Calculations or valuations
2. Providing legal, financial, or tax advice to either party
3. Filing any enforcement action if one party refuses to cooperate

To begin:

Please email the following (4) required documents to reed@simplyqdros.com:

1. Fee Agreement;
2. Application;
3. Court Order/Agreement; and
4. Recent Account Statement.

After receipt of the above documents, we will email the paying party(ies) a payment link. Upon payment, we will begin work.

TYPE OF RETIREMENT PLAN	FEE
DEFINED CONTRIBUTION PLANS 401(k), 403(b), 457(b), TSP, ESOP, etc. (Fidelity System Orders are \$600.)	\$750
PRIVATE & GOVERNMENT PENSIONS Private Employer Pension Plans State Pension Plans Federal Pensions - CSRS, FERS	\$850
MILITARY PAY ORDERS Higher \$950 fee is for an order that requires verification/calculation of "High-36"	\$850 / \$950
FILING & SUBMISSION FEE We will submit the order to the court for the judge's review, file the order, and submit the judge-signed order to Plan Administrator for final approval.	\$400

Please note that the Plan Administrator may charge a separate fees to review and process the order.

This agreement does not create an attorney-client relationship. We work as a neutral party to implement what the parties have previously agreed to within their Settlement Agreement and/or Divorce Decree.

Please type or sign name to accept the terms of this Fee Agreement.

 Party requesting QDRO

Date: _____