



## **Fee Agreement**

**PLEASE NOTE THE QDRO PROCESS TAKES APPROXIMATELY 3 MONTHS.** Simply QDROs will complete the first four (4) steps in the process, and the family law attorney(s) will complete the remaining two (2) steps. Below are the estimated time frames.

Review submitted documents. Request plan procedures from Plan Admin	<b>1 day</b>
Review plan procedures. Draft preliminary QDRO and submit to Plan Admin	<b>1 - 2 days</b>
Plan Admin reviews preliminary QDRO and issues pre-approval letter	<b>30 - 45 days</b>
Forward pre-approved QDRO to Family Law Attorneys	<b>1 day</b>
Family Law Attorneys submit the pre-approved QDRO to the court for the Judge's review/signature and filing with the Clerk's office.	<b>14 - 21 days</b>
Family Law Attorneys 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.	<b>30 - 45 days</b>

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](mailto: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
<b>DEFINED CONTRIBUTION PLANS</b> 401(k), 403(b), 457(b), TSP, ESOP, etc. (Fidelity System Orders are \$600.)	\$750
<b>PRIVATE &amp; GOVERNMENT PENSIONS</b> Private Employer Pension Plans State Pension Plans Federal Pensions - CSRS, FERS	\$850
<b>MILITARY PAY ORDERS</b> Higher \$950 fee is for an order that requires verification/calculation of "High-36"	\$850 / \$950

Please note that the Plan Administrator may charge 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.

\_\_\_\_\_ OR \_\_\_\_\_  
 Attorney/Office requesting QDRO                      Party requesting QDRO

Date: \_\_\_\_\_