



Fee Agreement

Simply QDROs, LLC will complete the following steps in the qualification process:

1. Review submitted materials and follow up with attorney(s) for any needed clarification on Agreement language;
2. Request Plan Procedures from Plan Administrator (“PA”) & review;
3. Draft order;
4. Submit order to PA for pre-approval (allowed by most PAs);
5. Revise order, if needed; and
6. Submit order to attorney(s) with instructions for filing and final submission to PA.

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

Process

Please email the following 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 receipt, we will draft the order(s) and submit for preapproval.

TYPE OF RETIREMENT PLAN	FEE
DEFINED CONTRIBUTION PLANS 401(k), 403(b), 457(b), SC Optional Retirement Plan, TSP, ESOP	\$750
DEFINED BENEFIT PLANS – PRIVATE & GOV'T PENSIONS Private Employer Pension Plans SC Retirement System (PEBA) & Other State Pension Plans Federal Pensions - CSRS, FERS Military Pay Orders (only if service member is retired)	\$850

Please note that the Plan Administrator/Sponsor may charge separate fees to review and process the order. These fees are not included in the flat fee charged by Simply QDROs, LLC.

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 s/Name, insert an eSignature, or sign to accept the terms of this Fee Agreement.

_____ OR _____
 Attorney/Office requesting QDRO Party requesting QDRO

Date: _____