



## **Fee Agreement and Estimated Time for Completion**

**PLEASE NOTE THAT THIS WILL BE A LONG PROCESS.** Below are the estimated times for each step in the qualification process.

Review parties' submitted court order, application, and account statement	<b>1 day</b>
Request Plan Procedures from Plan Administrator ("PA") and review	<b>3 - 5 days</b>
Draft preliminary order according to Plan Procedures	<b>2 - 3 days</b>
Submit preliminary order to PA for review and issuance of pre-approval letter	<b>30 - 90 days</b>
Revise order, if needed	<b>1 day</b>
Submit preapproved order to the court for the judge's review and filing	<b>14 - 21 days</b>
Submit the judge-signed order to the Plan Administrator for review and issuance of final approval/qualification	<b>30 - 90 days</b>

Services specifically not included are as follows:

- Calculations or valuations
- Providing legal, financial, or tax advice to either party
- 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.	\$750
<b>PRIVATE &amp; GOVERNMENT PENSIONS</b> Private Employer Pension Plans State Pension Plans Federal Pensions - CSRS, FERS Military Pay Orders (retired/receiving retired pay)	\$850
<b>MILITARY PAY ORDERS</b> (active/not receiving retired pay)	\$950
<b>FILING &amp; SUBMISSION FEE</b> 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.	\$450

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

\_\_\_\_\_  
 Party requesting QDRO

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