



Fee Agreement and Estimated Time for Completion

PLEASE NOTE THAT THIS WILL BE A LONG PROCESS. Simply QDROs will complete the first five (5) steps in the process, and the family law attorney(s) will complete the remaining two (2) steps. Below are the estimated times for each step in the qualification process.

Review parties' submitted court order, application, and account statement	1 day
Request Plan Procedures from Plan Administrator ("PA") and review	3 - 5 days
Draft preliminary order according to Plan Procedures	2 - 3 days
Submit preliminary order to PA for review and issuance of pre-approval letter	30 - 90 days
Revise order, if needed	1 day
Submit preapproved order to the court for the judge's review and filing (This step will be completed by the family law attorney.)	14 - 21 days
Submit the judge-signed order to the Plan Administrator for review and issuance of final approval/qualification (This step will be completed by the family law attorney.)	30 - 90 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.	\$750
PRIVATE & GOVERNMENT PENSIONS Private Employer Pension Plans State Pension Plans Federal Pensions - CSRS, FERS Military Pay Orders (retired/receiving retired pay)	\$850
MILITARY PAY ORDERS (active/not receiving retired pay)	\$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 s/Name, or sign to accept the terms of this Fee Agreement.

_____ OR _____
 Attorney/Office requesting QDRO Party requesting QDRO

Date: _____