



## Fee Agreement

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

1. Review submitted materials and follow up with attorneys for any needed clarification on Agreement language;
2. Request plan documents from Plan Administrator (PA);
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 Alternate Payee's attorney with instructions for filing and submitting certified order to PA for qualification.

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](mailto:reed@simplyqdros.com):

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

After receipt of all documents, we will invoice the paying party via LawPay (if needed). Upon receipt of payment, we will begin work promptly.

TYPE OF RETIREMENT PLAN	FEE
<b>DEFINED CONTRIBUTION PLANS</b> 401(k), 403(b), 457(b), ESOP, SC Optional Retirement Plan **Please call for Federal Thrift Savings Plan (TSP)	\$750
<b>DEFINED BENEFIT PLANS – PRIVATE &amp; STATE PENSIONS</b> Private Employer Pension Plans SC Retirement System (PEBA) & Other State Pension Plans **Simply QDROs does not draft federal (civil or military) orders.**	\$800

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: \_\_\_\_\_