

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Guidance for QDRO Completion

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence is intended to provide you with a general template and guidance for completing the Qualified Domestic Relations Order (QDRO). Below are the essential components that should be included in your draft:

1. ****Caption****

- Title of the case (e.g., "In Re: the Marriage of [Your Name] and [Spouse's Name]")
- Case number
- Court jurisdiction

2. ****Parties Involved****

- Identification of the participant (the person who holds the retirement plan)
- Identification of the alternate payee (the person entitled to receive a portion of the participant's benefits)

3. ****Retirement Plan Information****

- Name of the retirement plan
- Address and contact information of the plan administrator

4. ****Property Division Terms****

- Clearly outline the percentage or dollar amount to be received by the alternate payee
- Specify when the payments will begin

5. ****Plan Compliance****

- Statement on the QDRO's compliance with the Retirement Equity Act and relevant state laws

6. ****Miscellaneous Provisions****

- Include any additional clauses, such as survivor benefits or adjustments for inflation

7. ****Signatures****

- Lines for both parties' signatures and dates
- Acknowledgment of the court signing

Please fill in the required information where indicated and be sure to consult with a legal professional to ensure compliance with all applicable laws and regulations.

Should you have any further questions or need additional assistance, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Relationship, if applicable]