



**Fee Agreement with Filing/Submission**  
**(SC residents only)**

**PLEASE NOTE THE QDRO PROCESS CAN TAKE UP TO 3 MONTHS.** Below are the estimated time frames for each step.

Review submitted documents. Request plan procedures from Plan Admin	<b>1 day</b>
Review plan procedures. Draft preliminary QDRO and submit to Plan Admin	<b>1 – 2 days</b>
Plan Admin reviews preliminary QDRO and issues pre-approval letter	<b>30 – 45 days</b>
Forward pre-approved QDRO to Family Law Attorneys	<b>1 day</b>
Submit the pre-approved QDRO to the court for the Judge’s review/signature and filing with the Clerk’s office.	<b>14 – 21 days</b>
Submit the judge-signed order to the Plan Admin for final approval. Plan Admin creates temporary account holding the funds, and notifies spouse/former spouse.	<b>30 – 45 days</b>

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](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. <b>(Fidelity System Orders are \$550 – 1-day turnaround.)</b>	\$700
<b>PRIVATE &amp; GOVERNMENT PENSIONS</b> Private Employer Pension Plans State Pension Plans Federal Civilian Pension Plans - CSRS, FERS	\$800
<b>MILITARY RETIRED PAY &amp; CLARIFYING ORDERS</b> Higher \$900 fee is for an order that requires verification/calculation of “High-36”	\$800 / \$900
<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.	\$400

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 or sign name to accept the terms of this Fee Agreement.

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

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