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PRO SE QDRO REQUEST FORM 2026

FOR DRAFT QDRO OR EQUIVALENT ORDER INCLUDING MCO, COAP, DRO AND ADRO

PARTICIPANT INFORMATION (PLANHOLDER EMPLOYEE OF PLAN TO BE QDRO'D)			
PARTICIPANT EMPLOYEE NAME			
PARTICIPANT BIRTH DATE		☐ PLAINTIFF	☐ DEFENDANT
PARTICIPANT SOCIAL SECURITY #		EMAIL:	
PARTICIPANT ADDRESS			
PARTICIPANT ENTRY DATE:	(IF EXACT DATE UNKNOWN, EMPLOYMENT STARTED BEFORE MARRIAGE ☐ *OR DURING* ☐		

ALTERNATE PAYEE INFORMATION (NON-EMPLOYEE SPOUSE)			
ALTERNATE PAYEE (AP) NAME			
AP BIRTH DATE		☐ PLAINTIFF	☐ DEFENDANT
AP SOCIAL SECURITY #		EMAIL:	
AP ADDRESS			

PERTINENT INFORMATION			
DATE OF MARRIAGE		MARITAL CUTOFF DATE: SEPARATION, COMPLAINT OR FILING	
COUNTY AND STATE OF JURISDICTION		COURT CASE. OR FILE #	
EMPLOYER NAME AND EXACT PLAN NAME			
If Plan is IRA:	Many IRA's do not require QDROs. We encourage you to secure confirmation directly with the investment company that a QDRO is required before you request our drafting services. There is no refund after we have drafted the QDRO, then deemed not needed by the Plan.		

FEES		
	$495 FOR EACH QDRO REQUESTED. Plan-necessitated revisions are included at no extra fee. PREAPPROVAL Plan handling directly by QDROPAQ, is included. In the rare case where we do not have the QDRO Administrator, the client is responsible for that information.	PAYMENT AT REQUEST BY CHECK TO QDROPAQ OR BY CREDIT CARD CHECK ENCLOSED $_____ CREDIT CARD AUTHORIZATION $_____
CARD NUMBER, EXPIRATION DATE & SECURITY CODE		
CARDHOLDER NAME, ADDRESS & PHONE		

DIVORCE MEDIATOR: Name & Firm _____
Email _____

NAME OF PERSON REQUESTING THIS QDRO: Name & Email _____

DRAFT QDRO TURNAROUND IS APPROXIMATELY 14 BUSINESS DAYS FROM RECEIPT OF FEE/FORM/SETTLEMENT AGREEMENT. THERE ARE NO ADDITIONAL FEES FOR PLAN DIRECTED REVISIONS. FULL FEE NON- REFUNDABLE AFTER QDRO DRAFTED. NO REFUNDS WILL BE PROVIDED FOR CASES THAT REMAIN INACTIVE/ WAITLISTED FOR 6 MONTHS. ADMINISTRATIVE FEES WILL BE APPLIED AT THE DISCRETION OF PAC.

DOCUMENTS TO BE SENT WITH THIS COMPLETED FORM: The Marital Settlement Agreement or Divorce Judgment, a recent Account Statement of the Plan to be QDRO'd and the Fee by Check to QDROPAQ or Credit Card.