



ALL PRO QDRO, LLC
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CHECK LIST FOR QMCSO
Qualified Medical Child Support Order

The following data is required for the preparation of an Order against an ERISA (private) Plan. Upon completion, please sign the bottom of the form as requested and enclose the appropriate fee. In the event you do not have all of the data presently available, you may send us the information you have, together with the payment of our fee, and we will advise you if additional documents are necessary.

1. Provide basic factual information regarding the case:

Plaintiff / Petitioner: _____
Is this individual the husband or wife? _____

Defendant / Respondent: _____

Is this individual the husband or wife? _____

State: _____ **County:** _____

Docket # / Case #: _____

Are the parties using an attorney to review and file this QDRO?

Yes - utilizing an attorney _____

No - proceeding pro se _____

If an attorney is being utilized, provide the following information for the attorney. If proceeding Pro se, provide the following information for yourself.

Attorney for the Plaintiff/Petitioner or Pro se Plaintiff/Petitioner:

Name: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

E-mail address (required if Pro se): _____

Attorney for the Defendant/Respondent or Pro se Defendant/Respondent:

Name: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

E-mail address (required if Pro se): _____

NOTE: Most communications with Pro se parties will be via e-mail.

2. **Which party will be filing the Order with the Court:** _____

3. **Which party's insurance is to attached by this Order?**

Husband _____ **Wife** _____

This individual will hereinafter be designated as the Participant.

4. **Provide the following regarding the Participant (Employee):**

Name of participant. _____

Date of birth. _____

Last known mailing address. _____

Social Security Number. _____

Current Employer. _____

Employment Status. _____

5. **Provide the following regarding the Alternate Recipients (Dependent children):**

Name of Alternate Recipient #1. _____

Date of birth. _____

Last known mailing address. _____

Social Security Number. _____

Name of Alternate Recipient #2. _____

Date of birth. _____

Last known mailing address. _____

Social Security Number. _____

Name of Alternate Recipient #3. _____

Date of birth. _____

Last known mailing address. _____

Social Security Number. _____

6. Provide the exact legal name of the Insurance Carrier and all identifying information.

Name of Plan Sponsor. _____

Identification number of Plan. _____

Name and address of Insurance Carrier. _____

7. Provide the name and telephone number of the Benefits Manager (Current Employer) and the Insurance Company.

Benefits Manager. _____

Insurance Company. _____

8. Advise the date the Participant joined the plan. _____

9. Is the Participant still actively employed with the Plan Sponsor? _____

ADDITIONAL DOCUMENTS REQUIRED:

1. Provide a copy of the relevant section of the **Property Settlement Agreement** specifying the section related to the Domestic Relations Order or pension, a copy of the first page of the original **Complaint** and a copy of the **Judgment of Divorce**.
2. Provide a copy of the Insurance Carrier information and/or a copy of the Participant's insurance card. Please be sure to include the name and telephone number of a contact person for the Plan.

SIGNATURE:

My signature below confirms that the information provided above is accurate and complete to the best of my knowledge. I have not intentionally provided any false or misleading information nor have I purposefully omitted any information. My signature below also confirms my request that All Pro QDRO prepare a Qualified Medical Child Support Order in this matter and that I accept the fees as indicated.

Signature: _____

Date: _____

METHOD OF PAYMENT

_____ Preparation of first QDRO at \$500.00.

_____ Additional Order(s) at \$450 per Order.

_____ Offset fee/ \$200 per account.

Total amount: \$ _____

_____ Enclosed is my check made payable to All Pro QDRO, LLC.

_____ My credit card information is provided below

Credit Card Type: Master Card or Visa only

Credit Card Number: _____

C V V Number: _____
(This is the last three numbers located on the back of your card by or on the signature line)

Expiration Date: _____

Name on Card: _____

Billing Address: _____

Amount to be Charged: \$ _____

Note: If paying by credit card, a photocopy or imprint of your credit card is required for security/fraud purposes. Please enclose this copy when returning the checklist.