

Quinde & Associates, LLC
ATTORNEYS AT LAW
3725 Lawrenceville-Suwanee Rd., Suite A-5
Suwanee, Georgia 30024
678-404-7104

Qualified Domestic Relations Order (QDRO) Worksheet

Information, Worksheet, Contract, and Flat Fee of \$750.00 Required

Client Information:

Client's Name: _____ Home Phone: _____

Email: _____ Cell Phone: _____

Instructions:

Please fill out the below as best as you can. If you have any questions, please do not hesitate to contact us. The **Plan Participant** is the employee participating in the Plan. The **Alternate Payee** is the spouse seeking his/her portion of the plan benefit.

Plan Participant Information:

Full Name: _____

Home Address: _____

Telephone Number: _____

Email address: _____

Date of Birth: _____

Social Security Number: _____

Start Date of Employment: _____ End Date: _____

Participant Retired? Yes No

Participant Receiving Benefits? Yes No

Alternate Payee Information:

Full Name: _____

Home Address: _____

Telephone Number: _____

Email address: _____

Date of Birth: _____

Social Security Number: _____

Plan Information: *(Please attach a copy of the most recent statement for the plan)*

Full Name of Plan: _____

Type of Plan (401k, pension, or other): _____

Plan Administrator Name: _____

Plan Administrator Address: _____

Plan Administrator Telephone Number: _____

Divorce Information: *(Please attach copy of settlement agreement and Final Judgment and Decree of Divorce)*

Date of Marriage: _____ Date of Separation/Divorce: _____

Plaintiff Attorney Name: _____

Defendant Attorney Name: _____