

**CHECKLIST FOR  
QUALIFIED DOMESTIC RELATIONS ORDER (QDRO)**

Indicate 'YES' or 'NO'

1. \_\_\_\_\_ Is this a judgment, decree, or order of a domestic relations court?

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2. \_\_\_\_\_ Does the order relate to the provision of child support, alimony, or marital property rights of a spouse, former spouse, child or dependent of the Participant? If known:

Date of marriage: \_\_\_\_\_  
Date of separation/divorce: \_\_\_\_\_

3. \_\_\_\_\_ Does the order specify the Plan name, the '*Teamsters Joint Council No. 83 of Virginia Pension Plan*', and require this Plan to pay benefits to the Alternate Payee?

4. \_\_\_\_\_ Does the order contain the name and last known mailing address\* of the Participant? \*addresses not necessary if available from other sources

Participant: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_ Does the order contain the name and last known mailing address\* of each Alternate Payee?

Alternate Payee: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_ Does the order specify the amount or percentage of the Participant's benefit to be paid to each Alternate Payee, or the manner in which the amount or percentage is to be determined?

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7. \_\_\_\_\_ Does the order specify the number of payments or the period to which the order applies? (*When do payments start?stop? What happens if the Participant dies before/after retiring under Plan? What happens if the Alternate Payee dies before/after commencing payment?*)

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8. \_\_\_\_\_ Does the order require the Plan to pay any type or form of benefit not otherwise provided under the Plan?

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9. \_\_\_\_\_ Does the order require the Plan to pay benefits which would exceed the benefits which the Participant would be entitled if he or she retired on the date benefits to the Alternate Payee(s) are to commence under the order?

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10. \_\_\_\_\_ Does the order require the Plan to pay benefits to an Alternate Payee that are required to be paid to another Alternate Payee under a previous QDRO?

11. \_\_\_\_\_ Does the order require the Plan to pay benefits to an Alternate Payee prior to the date the Participant attains (or would have attained) the earliest retirement age under the Plan?

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12. \_\_\_\_\_ If the order permits payments to the Alternate Payee prior to the date the Participant retires under the Plan and commences payments, does the order require the Plan to pay the full amount of a subsidized early retirement benefit?

The DRO is not qualified if the answer to any item #1 thru #7 is "NO" or the answer to any item #8 thru #12 is "YES"!

13. \_\_\_\_\_ Does the order require the Plan to pay the amount (even recalculating the AP's benefit) of a subsidized early retirement benefit to the Alternate Payee when and if the Participant retires under the Plan with such a benefit?

14. \_\_\_\_\_ Does the order state that the Alternate Payee is to be treated as the surviving spouse for purposes of the pre-retirement Survivor Benefit (QPSA)?

15. \_\_\_\_\_ Does the order state that the Alternate Payee is to be treated as the surviving spouse for purposes of the Joint and Survivor Benefit (QJSA)?

**NOTE:** It should be clear as to whether the order is a separate interest or a shared payment.

DRAFT APPEARS QUALIFIED / DRAFT WOULD NOT QUALIFY:  
THIS ORDER IS QUALIFIED / THIS ORDER IS NOT QUALIFIED:

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Draft / Order received on: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

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