

To initiate the applicable draft QDRO(s) with LawDATA, please forward the following ***via hard copy along with payment*** of \$500.00 for the first benefit slated for division and \$350.00 for any additional benefits to be addressed in the interest of the same parties:

- A copy of the parties' settlement terms as pertains to the division of retirement assets
- A copy of the case style/heading/caption along with the signature page utilized in your jurisdiction
- Any official plan statement or document that properly references the Plan name to be addressed in the body of the QDRO
- **A letter on your letterhead indicating that you understand that you are our client and confirming your representation of one of the parties to the Order**
- Applicable payment
- A completed QDRO Intake Form for each benefit to be divided (attached).

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I hope the foregoing is helpful. Please feel free to contact our office with any additional questions or concerns.

Thank you kindly for your business.