

**LABORERS' DISTRICT COUNCIL AND  
CONTRACTORS' PENSION FUND OF OHIO**

**QUALIFIED DOMESTIC RELATIONS ORDERS  
PROCEDURE AND CHECK LIST**

1. Does the order clearly appear to be issued by a court?
2. Does the order clearly appear to be a judgment, decree or order (including approval of a property settlement agreement)?
3. Does the order clearly appear to relate to the provision of child support, alimony payments, or marital property rights to a spouse, former spouse, child or other dependent of a participant?
4. Does the order clearly appear to be made pursuant to the appropriate state domestic relations law?
5. Does the order clearly appear to create or recognize the existence of an alternate payee's right to, or assign to an alternate payee the right to, receive all or a portion of a participant's benefit?

Participant's accrued benefit: \$ \_\_\_\_\_

As of: \_\_\_\_\_.

6. Does the order clearly specify the name and last known mailing address (if any) of the participant?

If so, insert:

Name of Participant: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

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

\_\_\_\_\_

Vested percentage of accrued benefit: \_\_\_\_% (\$\_\_\_\_\_)

As of: \_\_\_\_\_.

7. Does the order clearly specify the name and mailing address of each alternate payee covered by the order?

If so, insert:

Name of alternate payee: \_\_\_\_\_

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

\_\_\_\_\_

If alternate payee has designated a representative for receipt of copies of notices, insert:

Name: \_\_\_\_\_

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

\_\_\_\_\_

How designated: \_\_\_\_\_

8. Does the order clearly specify the amount or percentage of the total of the vested portions of a participant's benefit to be paid to each alternate payee or the manner in which such amount or percentage is to be determined?

If so, insert:

Amount: \_\_\_\_\_

Percentage: \_\_\_\_\_

Manner: \_\_\_\_\_

9. Does the order clearly specify the manner and time at which such amount or percentage will be paid to each alternate payee?

If so, insert:

Manner: \_\_\_\_\_

Time: \_\_\_\_\_

10. Does the order clearly state that payment to the alternate payee will begin on or after the participant attains the earliest retirement age under the Plan and/or provides that if the participant dies before reaching the early retirement date, the alternate payee is entitled to survivor benefits?

11. Does the order clearly specify that it applies to the Pension Plan of the Laborers' District Council and Contractors' Pension Fund of Ohio?

12. Is it clear that the order does not require the Plan to provide a type or form of benefit, or any option, not otherwise provided under the Plan (the Plan is not required to provide the alternate payee with a qualified joint and survivor annuity as to the alternate payee and his/her spouse).

If not, insert reason: \_\_\_\_\_  
\_\_\_\_\_.

13. Is it clear that the time of payment is permissible under the provisions of the Plan?

If not, insert reason: \_\_\_\_\_  
\_\_\_\_\_.

14. Is it clear that the order does not require payment to an alternate payee of benefits forfeited by the participant?

If not, insert reason: \_\_\_\_\_  
\_\_\_\_\_.

15. Is it clear that the amount described in Item 8 is equal to or less than the amount described in Item 6?
16. Is it clear that the percentage described in Item 8 is one hundred percent or less?
17. Is it clear that the order does not require the payment of benefits to an alternate payee which are required to be paid to another alternate payee under another order previously determined to be a qualified domestic relations order?

If not, insert reason: \_\_\_\_\_  
\_\_\_\_\_.

Description of prior order: \_\_\_\_\_

18. Have the participant and alternate payee or their duly authorized representatives been notified of the receipt of the order by the Plan and of the Plan's procedures for determining whether the order is qualified?
19. If amounts are immediately payable to the alternate payee under the terms of the order, has such amount been escrowed pending a determination that the order is a qualified domestic relations order?

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLAN ADMINISTRATOR  
OR PENSION MANAGER