



**Leeson & Leeson**

**QDRO Services Division**  
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**REQUEST FOR SERVICES – ERISA/NON-ERISA PLANS (REV: 06/08/23)<sup>1</sup>**

**Section A. Nature of Services and Fees**

The fee schedule applicable to services is attached as Exhibit A.

Fees for services (1) cover QDRO/ADRO/DRO/Other document preparation services only for ERISA/Non-ERISA plans, including dealing with counsel or pro se parties and plan administrators and/or third-party administrators to get Court orders (or other documentation) in form acceptable to all concerned but cooperation or acceptance by the applicable plan is not guaranteed, (2) assume that the parties’ objectives are reasonably clear and achievable, and (3) are subject to change for future services without prior notice. Pension valuation services and actuarial services are not provided. Benefit discovery, plan follow-up, and “tickler file” services are also not covered by the fee and, if provided, are /may be subject to an additional fee. Prepayment is required unless otherwise agreed.

Acceptance of requests is reserved and the providing of services does not constitute the establishment of an attorney-client relationship with the parties involved or the providing of legal advice to parties or their legal counsel, if any.

**Section B. Information Required**

1. Requesting Attorney (or Party, if Pro Se)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Represents:     Participant             Alternate Payee

2. Other Party’s Attorney

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

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<sup>1</sup> Non-ERISA plans include plans applicable to Federal, State and local governmental employees (including teachers), clergy, military, IRAs, etc., although certain provisions (e.g., Section D.) may not be applicable to those plans.

3. Participant/Assignor

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

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

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Active  Retired (indicate date \_\_\_\_\_)

4. Alternate Payee/Assignee

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

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

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

5. Marriage Information

Date of Marriage: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

Date of Divorce (if applicable): \_\_\_\_\_

6. Employer and Plan Information

Employer: \_\_\_\_\_

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

\_\_\_\_\_

Name of Plan: \_\_\_\_\_

Plan Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Copies of pertinent Court documents (final Divorce Decree, Separation Agreement, etc.) should be attached and submitted with this request. Additional information may be requested.**

**Section C. Directives for Defined Contribution Plans**

1. Assignment Method (check one)

\_\_\_ % of Participant's Account Balance as of \_\_\_\_\_.

\$ \_\_\_\_\_ as of \_\_\_\_\_.

Other: \_\_\_\_\_.

Note: Unless advised to the contrary, the QDRO/ADRO/DRO will be prepared to (i) provide the Alternate Payee with investment gains/losses after the valuation date used to

divide the account until the actual division of the account, and (ii) fund the Alternate Payee's account when divided on a pro-rata basis based on the allocation among various investment options on the date of division.

2. Distribution Options

Immediate (if plan permits): \_\_\_\_\_ or Other (describe): \_\_\_\_\_  
\_\_\_\_\_.

**Section D. Directives for Defined Benefit Plans**

1. Method of Determining Amount Assigned to Alternate Payee (check one)

- Coverture Approach: Amount equal to \_\_\_% of (A) times (B)

(A) is participant's monthly benefit determined at

- date of separation
- date of divorce
- date of participant's retirement (or commencement of payments to alternate payee [after attainment of "earliest retirement age" ("ERA") of participant], if earlier)
- other: \_\_\_\_\_, and

(B) is a factor, the numerator of which is the years of plan participation while married and the denominator is the total years of plan participation, all determined as of \_\_\_\_\_  
\_\_\_\_\_ (if not stated, date indicated in (A) above is used).

- \_\_\_\_\_ % of participant's monthly benefit.
- \$ \_\_\_\_\_ per month.
- Other: \_\_\_\_\_.

2. Commencement of Payments to Alternate Payee (check one)

- Upon approval of Court order (if participant is already in pay status).
- When participant's payment's begin (if not currently in pay status).
- At election of alternate payee (after participant's attainment of ERA).
- Other: \_\_\_\_\_.

3. Form of Payments (i.e., duration) to Alternate Payee (check one)

- Shared Interest (payments to alternate payee are not made unless the participant is in pay status and continue only so long as payments to participant continue and cease upon participant's death; if alternate payee dies first, alternate payee's share reverts to participant).
- Separate Interest (payments to alternate payee continue for life of alternate payee and may commence while the participant is still working if participant has reached ERA; the death of either alternate payee or participant after payments to alternate payee commence does not affect the other's interest in the plan).
- Other: \_\_\_\_\_.

4. Other Directions (e.g., "QJSA"<sup>2</sup> and/or QPSA"<sup>3</sup> coverage for alternate payee after divorce, sharing of ad-hoc or COLA post-retirement benefit increases payable to participant, sharing of any early retirement subsidy when participant actually retires. etc.).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

**Section E. Directives for Individual Retirement Accounts (IRAs)**

1. Name of IRA Sponsor/Custodian: \_\_\_\_\_
2. Name of account holder and account number (and type) of IRA being divided:  
 Name: \_\_\_\_\_ Account No. \_\_\_\_\_  
 Type:   ○ Traditional           ○ Roth           ○ Other \_\_\_\_\_
3. Amount to former spouse:  
 ○ \_\_\_ %   ○ \$ \_\_\_\_\_   ○ Other (describe) \_\_\_\_\_

**Requested By:**

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
**Amount Enclosed \$** \_\_\_\_\_ (checks only)                   **Date:** \_\_\_\_\_

<sup>2</sup> A qualified joint and survivor annuity (QJSA) provides a lifetime payment to an annuitant and spouse, child, or dependent from a qualified plan.  
<sup>3</sup> A qualified pre-retirement survivor annuity (QPSA) is a death benefit that is paid to the surviving spouse of an employee who dies before retirement.

## EXHIBIT A

### REQUEST FOR SERVICES – ERISA//NON-ERISA PLANS (Effective for Requests Received on or after 09/7/2023)

#### Attorney Requests\*

#### **Defined contribution plans**

All except web-generated orders (e.g. Fidelity)	\$450
Requests implemented by pre-approved web-generated orders (e.g., Fidelity)	\$350

#### **Defined benefit plans**

Not web-generated/ <u>not</u> currently in pay status (non-military)	\$600
Not web-generated/currently in pay status (non-military)	\$500
Web-generated orders (e.g., Fidelity)/ <u>not</u> currently in pay status	\$400
Web-generated orders (e.g., Fidelity)/currently in pay status	\$375
Military/ <u>not</u> currently in pay status	\$650
Military/currently in pay status	\$600

#### **IRAs**

Transfer to IRA with same IRA sponsor/custodian	\$500
Transfer to IRA with new IRA sponsor/custodian	\$600

\*Accepted Pro Se requests are subject to an additional \$100 fee.

\*\*Taking an order(s) to Motions Court on behalf of Pro Se parties will be subject to an additional \$150 fee for Northampton and Lehigh County. All other counties will be charged according to distance.

\*\*\*Any additional services requested outside of QDRO preparation will be charged at my standard hourly fee.