



**QDRO Pros, APC. DATA SHEET**  
**FEDERAL GOVERNMENT – CSRS, FERS**

**Plan Information**

What is employee/participant's name?

First name \_\_\_\_\_ Middle name \_\_\_\_\_ Last name \_\_\_\_\_

Which Plan is being divided? CSRS **or**  FERS

Plan Administrator Information:

Office of Personnel Management  
Retirement and Insurance Group  
P.O. Box 17  
Washington, DC 20044-0017  
Phone: (888) 767-6738

Did parties' marriage last at least 9 months? Yes **or** No *If no, not qualified for as Former Spouse*

Did participant perform at least 18 months of civilian service? Yes **or** No

If NO, STOP, no COAP may be prepared.

**Employment Information**

Date Participant joined Plan: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Is participant currently retired? Yes **or**  No

**If yes**, what was the date of retirement? Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**If retired**, what is the Retirement claim number? \_\_\_\_\_

**If retired**, what benefit option was selected at the time of retirement? \_\_\_\_\_

**If retired**, what form of benefit did participant select?

- Joint and Survivor annuity with former spouse **or**
- Joint and Survivor annuity with someone else **or**
- Single Life annuity

**Division of Plan Information**

How is former spouse's share determined?

marital fraction (community property) **or**  fixed % \_\_\_\_\_ **or**  fixed \$ \_\_\_\_\_

If former spouse dies first, who should receive benefits?

revert to participant **or**  estate of former spouse **or**  minor children of marriage



Has former spouse (the non-employee) remarried? Yes **or**  No

**If yes**, did former spouse remarry before becoming age 55? Yes **or**  No

**If yes**, if FERS, former spouse is not entitled to survivor annuity.

**Military questions**

Does or will participant have pension benefits from military service? Yes **or**  No

Is participant waiving military retirement and adding military service time or credits to federal civilian retirement plan? Yes **or**  No

**General Information**

Have any prior QDROs been filed on this plan? Yes **or**  No

**If yes**, please mail copies of prior QDROs to QDRO Pros, Inc.

Are there any special Arrangements between you and your former spouse that are not included in the MSA, Judgment for Dissolution, or in the questions above?

**If yes**, please describe special arrangements:

---

---

---

---

