



# PENSION APPRAISERS INC.<sup>®</sup>

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## QUALIFYING COURT ORDER CHECKLIST FOR THE RAILROAD RETIREMENT SYSTEM TIER 2 VESTED DUAL AND SUPPLEMENTAL ANNUITY BENEFITS

### OPTIONS FOR PREPARING QUALIFYING COURT ORDER:

**Option #1: Online** - Complete this checklist online at [www.gdrodesk.com](http://www.gdrodesk.com). Upon completing checklist download the Order immediately. Unlimited Support 1-877-770-2270 (Toll Free) Cost - \$299

**Option #2: In House** - Mail this checklist with payment to Pension Appraisers. Our staff will prepare the Order and return it within 7-10 business days. Unlimited Support 1-800-447-0084. Cost - \$495

Both Options are Supported by Pension Appraisers Staff

### 1. REQUESTOR INFORMATION:

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

Firm Name: \_\_\_\_\_ (if you are an attorney)

Attorney ID (if applicable): \_\_\_\_\_ (if you are an attorney)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**If you are one of the Parties of the divorce who is represented by an attorney please provide your attorney's:**  
(If you are an attorney and have already completed the section above please disregard.)

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

Attorney ID (if applicable): \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Should the attorney's name and/or firm name, address and telephone number appear above the

Legal Caption?  Yes  No

If Yes:

\_\_\_\_\_ Attorney's Name \_\_\_\_\_ Firm's Name

Are you the (or, if attorney, who do you represent?):

\_\_\_\_\_ Plaintiff / Petitioner \_\_\_\_\_ Defendant / Respondent

Should we send a copy of the Order to opposing counsel?  Yes  No

If Yes:

Opposing Counsel's Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

2. COURT INFORMATION:

Name of Court: \_\_\_\_\_  
State: \_\_\_\_\_ County: \_\_\_\_\_  
Division: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Which party is considered the plaintiff/petitioner? \_\_\_\_\_ Husband \_\_\_\_\_ Wife  
In addition to the Judge's, what signature lines should come at the end of the Order?  
\_\_\_\_\_ None \_\_\_\_\_ Attorneys for Husband and Wife  
\_\_\_\_\_ Both Husband and Wife Opposing Atty. Name: \_\_\_\_\_

3. PARTICIPANT: (Employee Spouse)

Name of Participant: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Last Known Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

4. ALTERNATE PAYEE: (Non-Employee Spouse)

Name of Alternate Payee: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Last Known Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

5. MISCELLANEOUS INFORMATION:

Should Social Security Numbers appear in the Order? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Marriage Date: \_\_\_\_\_  
Are the Parties Divorced? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes: Date of Divorce: \_\_\_\_\_  
Cut-off date for marital property rights: \_\_\_\_\_  
(Cut-off date used to determine marital coverture fraction i.e. separation date, complaint date, or divorce date.)  
Exact Plan Name: RAILROAD RETIREMENT SYSTEM  
For an additional fee of \$50.00: Should we submit the Order to the Plan Administrator for pre-approval?  
X No (Only Option - this plan will not pre-approve an order)  
Date Participant Joined The Plan: \_\_\_\_\_  
Is the Participant still employed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If No:  
Termination Date: \_\_\_\_\_  
Is the Participant retired and receiving retirement benefits? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes:

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

6. Should the Alternate Payee receive part of:

**Tier 1 Benefits:** These benefits are similar to Social Security and may not be divided by a court order. The Alternate Payee may make a separate application for a portion of this benefit through the Railroad Retirement Board if the Alternate Payee meets the following requirements:

1. Both Participant and Alternate Payee must be at least 62 years.
2. The marriage must have lasted at least 10 consecutive years.
3. The Alternate Payee must not have remarried.
4. The Participant must have begun collecting a railroad retirement or disability annuity.

Tier 2 Benefit: \_\_\_\_\_ Yes \_\_\_\_\_ No

Vested Dual Benefit: (If the Participant is entitled to this benefit) \_\_\_\_\_ Yes \_\_\_\_\_ No

Supplemental Annuity Benefit: (If the Participant is entitled to this benefit) \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Percent or Dollar Amount of Employee's benefits to be paid by the Plan to the Former Spouse?

\_\_\_\_\_ Option #1: A Percentage of the Total Accrued Benefit earned through the Marriage End Date. (See Cost of Living below)

\_\_\_\_\_ Option #2: A Percentage of the Total Accrued Benefit earned through the Date of Retirement. (See Cost of Living below)

\_\_\_\_\_ Option #3: A Percentage of the Total Accrued Benefit earned through a Specific Date. (See Cost of Living below)  
A Specific Date which is: \_\_\_\_\_

\_\_\_\_\_ Option #4: A Percentage of the Marital Portion earned through the Marriage End Date: The Marital Portion shall be determined by a fraction, the numerator of which is the number of months of the Participant's credited service in the Plan earned during the marriage and the denominator of which is the total number of months of the Participant's credited service in the Plan through the Marriage End Date. (See Cost of Living below)

\_\_\_\_\_ Option #5: A Percentage of the Marital Portion earned through the Date of Retirement: The Marital Portion shall be determined by a fraction, the numerator of which is the number of months of the Participant's credited service in the Plan earned during the marriage and the denominator of which is the total number of months of the Participant's credited service in the Plan through the Date of Retirement. (See Cost of Living below)

\_\_\_\_\_ Option #6: A Percentage of the Marital Portion earned through a Specific Date: The Marital Portion shall be determined by a fraction, the numerator of which is the number of months of the Participant's credited service in the Plan earned during the marriage and the denominator of which is the total number of months of the Participant's credited service in the Plan through a Specific Date. (See Cost of Living below)  
A Specific Date which is: \_\_\_\_\_

\_\_\_\_\_ Option #7: Dollar Amount per Month: The Alternate Payee will receive a Specific Dollar Amount per Month from participants pension benefit. (See Cost of Living below)

A Dollar Amount per Month which is: \_\_\_\_\_

**COST OF LIVING INCREASES:** If you choose Options # 2 or #5 a share of any cost-of-living increase in the Employee's benefits would also normally accrue to the Former Spouse. No cost-of-living increase, however, is applicable to a Fixed Dollar Award (Option #7). Similarly, in the event that the parties award a percentage of benefits as of a certain date, such as the date of the decree, such percentage award constitutes a fixed award with no applicable cost-of-living increase. (Options #'s 1, 3, 4 and 6)

If a percent is chosen, will payments be deducted from the Employee's

**Net Monthly Annuity (Only Option)** (The net benefits are the Participants Tier 2 Benefit, Vested Dual Benefit and Supplemental Annuity, minus any amounts that are owed the United States, deducted for health and insurance premiums, Medicare premiums, and etc.)

8. When will Former Spouse's benefits start?

Monthly payments may not begin before the month in which the following three conditions are met:

- 1) the Employee has completed ten years of railroad service (or five years of railroad service after December 31, 1995;
- 2) the Former Spouse is 62;
- 3) the Employee also is 62, or if deceased, would have been 62.

The Former Spouse shall continue to receive benefits for as long as the Employee has the right to receive Railroad Retirement Benefits and shall remain payable to the Former Spouse even upon the

death of the Employee.( Only Option )

9. Should the Former Spouse be entitled to a Survivor Annuity if the Participant dies before the Alternate Payee?

Option #1 - No (Only Option for Tier 2 Benefit, Vested Dual Benefit and Supplemental Annuity)

10. If the Employee is receiving a Disability Annuity or starts to receive a Disability Annuity in the future, should the Former Spouse receive a portion of the Disability Annuity? (If the order prohibits the Former Spouse from receiving any portion of a Disability Annuity the Railroad Retirement Board will apply the court order when the Disability Annuity is converted to an Age and Service Annuity upon Employee's attainment of the full retirement age. Employees born before 1938 age 65. It increases to age 67 for those born after 1960.)

Yes  No

11. Payment can be made by Check, Money Order or Credit Card.

Credit Card:  MC  Visa  Amex  Discover

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Name as it appears on the credit card: \_\_\_\_\_

Billing address of the credit card: \_\_\_\_\_

\_\_\_\_\_

Checks and Money Orders should be made payable to Pension Appraisers, Inc.

**PLEASE NOTE:** Requests accompanied by personal checks will be held for two weeks to ensure that the check clears.

FAX THIS REQUEST FORM TO: 610-770-9342 (only if paying by credit card)

MAIL THIS REQUEST FORM TO: Pension Appraisers, Inc., P.O. Box 4396, Allentown, PA 18105

Any questions regarding this Request Form or fees, please call us toll free at 1-800-447-0084.