



QUALIFIED DOMESTIC RELATIONS ORDER (QDRO) CHECKLIST

Name: [INSERT NAME]

QDRO Receipt Date:[Insert Receipt Date]

Emp#: [Insert Employee #]

INSTRUCTIONS: This form should be used to determine whether a Domestic Relations Order (DRO) that has been submitted to HPOPS for determining whether such DRO is a Qualified Domestic Relations Order (QDRO). If any questions have an answer of “NO,” the DRO is not a QDRO.

In accordance with §804.003 (f) and (g), Texas Government Code, and HPOPS Policy a DRO is a QDRO only if such order:

- (A) Clearly specifies the name, social security number, and last known mailing address, if any, of the member or retiree and the name, social security number, and mailing address of each Alternate Payee covered by the order; §804.003(f)(1)
 YES NO
- (B) Clearly specifies the amount or percentage of the member’s or retiree’s benefits to be paid by HPOPS to each Alternate Payee; §804.003(f)(2)
 YES NO
- (C) Clearly specifies the number of payments or the period to which such order applies; §804.003(f)(3)
 YES NO
- (D) Clearly specifies that such order applies to HPOPS; §804.003(f)(4)
 YES NO
- (E) Does not require HPOPS to provide any type or form of benefit or any option not otherwise provided under HPOPS governing statute, Article 6243g-4, Texas Revised Civil Statutes; §804.003(f)(5)
 YES NO
- (F) Does not require HPOPS to provide increased benefits determined on the basis of actuarial value; §804.003(f)(6)
 YES NO
- (G) 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; §804.003(f)(7)
 YES NO
- (H) Does not require the payment of benefits to an Alternate Payee before the retirement of a Member, the distribution of a withdrawal of contributions to a Member, or other distribution to a Member required by law; §804.003(f)(8)
 YES NO
- (I) Does not purport to require the designation of a particular person as the recipient of benefits in the event of a member’s death; §804.003(g)(2)
 YES NO



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- (J) Does not purport to require the selection of a particular benefit payment plan or option;
§804.003(g)(3)
 YES NO
- (K) Does not require any action on the part of HPOPS contrary to its governing statute or plan provisions other than the direct payment of the benefit awarded to an Alternate Payee;
§804.003(g)(5)
 YES NO
- (L) Does not make the award of an interest contingent on any condition other than those conditions resulting in the liability of a retirement system for payments under its plan provisions;
§804.003(g)(6)
 YES NO
- (M) Does not purport to award any future benefit increases that are provided or required by the Texas Legislature; §804.003(g)(7) This includes COLAs and future DROP Credits.
 YES NO
- (N) Provides for a proportional reduction of the amount awarded to an Alternate Payee in the event that benefits available to the Retiree or Member are reduced by law. §804.003(g)(8)
 YES NO
- (O) Does not require the continuation of benefits to the Alternate Payee subsequent to the Alternate Payee's death. §804.101
 YES NO

If the answer to all the above questions is "YES," the DRO is a QDRO.

If the answer to any one of the above questions is "NO," the DRO is not a QDRO.

THE DRO IS A QDRO.

THE DRO IS NOT A QDRO.

Name:

Date