



**WILLIAM PENN LIFE INSURANCE  
COMPANY OF NEW YORK**

Attention: Retirement Services  
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**Pensions and Group Annuity Contracts  
QDRO Qualification Checklist**

For a domestic relations order to be qualified, you must answer "yes" to all the following questions.

Does the order create or recognize the existence of an alternate payee's right to receive all or a portion of the participant's account/benefit?.....  Yes  No

Does the order clearly specify the name and last known mailing address of the participant and each alternate payee?.....  Yes  No

If the alternate payee is a minor or is legally incompetent, does the order have the name and address of the alternate payee's legal representative who will receive payment?.....  Yes  No

*[Note: If you know the addresses independent of the order (i.e., based on plan records), an order omitting the addresses will still qualify. Also, if an order misstates the plan's name or the names of the participants or alternate payees and you can clearly determine the correct names, the order will still qualify.]*

Does the order clearly specify the amount or percentage of the participant's vested benefit to be paid by the Plan to each alternate payee or the manner in which such amount or percentage is to be determined?.....  Yes  No

*[Note: The order may have a flat dollar amount, percentage of the value of the participant's accrued vested benefit/account balance or a percentage of the participant's benefit payment that the alternate payee is to receive. The order may consider two types of benefits - the retirement benefits paid during the participant's life and the survivor benefits paid after the participant's death. The order may also reflect how the benefits will be affected by the alternate payee's death - with the benefits either reverting back to the participant, ending or being paid to the alternate payee's designated beneficiary.]*

Does the order clearly specify the number of payments to be made to the alternate payee or period for which payments are required and the methods by which payments are to be made?.....  Yes  No

*[Note: The order should also state the date as of which the benefit is to be calculated, for example, as of the date of divorce, separation, etc.]*

Does the order clearly specify each plan (identified by full plan name) to which the order applies?  Yes  No

Does the order comply with plan provisions?.....  Yes  No

*Note: The order cannot require a plan to:*  
*(A) Provide any form of benefit or any option not otherwise provided for under the Plan (or at a time not provided for under the Plan);*  
*(B) Provide increased benefits (or benefits which exceed the participant's plan benefits); or*  
*(C) Pay benefits already required to be paid to another payee under a prior known QDRO.*