



Percentage QILDRO Checklist for Attorneys

PERCENTAGE QILDROS

General Reminders!

- Only use IMRF QILDRO form and consent form with revision date of July 2006 (or later);
Old forms and old consents are no longer acceptable.
Alterations to the QILDRO forms are not allowed.
- Did you enclose \$50 fee (\$100 if you are also enclosing a QILDRO Calculation Court Order)
- Is the QILDRO signed by the judge?
- Do you have all the pages?
- Did you enclose a signed irrevocable consent if the IMRF member originally participated before July 1, 1999?
- Is the QILDRO signed by both parties?
- Is the QILDRO certified (not file stamped) by the Circuit Court Clerk?

Section II

- Enter name, address and Social Security Number for both parties
- Check box for current or former spouse or child or other dependent

Section III

- For (A): Enter percentage on lines for either (2) or (3) **only if** alternate payee is to receive a recurring retirement benefit
- For (B): **Do not check the box in (1) if member is still active** (employed in an IMRF position). QILDRO benefits cannot be given to an alternate payee until a member starts receiving the same benefit.

Section IV

- Check one box to indicate whether the alternate payee **is** or **is not** to receive a part of the member's annual 3% increase.

Section V

- This section refers to a full refund of member contributions. Lines (2) or (3) are for use with percentage QILDROs. Note: A member cannot receive a full refund if he/she is over age 55 and vested.

Section VI

- This section refers to a partial refund, such as a surviving spouse contribution refund. Lines (2) or (3) are for use with percentage QILDROs. Surviving spouse refunds are 16.67 percent of total member contributions.

Section VII

- This section refers to death benefits. Lines (2) or (3) are for use with percentage QILDROs

Section IX

- If any sections of percentage QILDRO use a marital portion, line (A) must be completed.



Dollar QILDRO Checklist for Attorneys

DOLLAR QILDROS

General Reminders!

- Only use IMRF QILDRO form and consent form with revision date of July 2006 (or later);
Old forms and old consents are no longer acceptable.
Alterations to the QILDRO forms are not allowed.
- Did you enclose \$50 fee?
- Is the QILDRO signed by the judge?
- Do you have all the pages?
- Did you enclose a signed irrevocable consent if the IMRF member originally participated before July 1, 1999?
- Is the QILDRO signed by both parties?
- Is the QILDRO certified (not file stamped) by the Circuit Court Clerk?

Section II

- Enter name, address and Social Security Number for both parties
- Check box for current or former spouse or child or other dependent

Section III

- For (A): Enter dollar amount for (1) if alternate payee is to receive a recurring retirement benefit
- For (B): **Do not check the box in (1) if member is still active** (employed in an IMRF position). QILDRO benefits cannot be given to an alternate payee until a member starts receiving the same benefit.

Section IV

- Check one box to indicate whether the alternate payee **is** or **is not** to receive a part of the member's annual 3% increase.

Section V

- This section refers to a full refund of member contributions. Line (1) is for use with dollar amount QILDROs. Note: A member cannot receive a full refund if he/she is over age 55 and vested.

Section VI

- This section refers to a partial refund, such as a surviving spouse contribution refund. Line (1) is for use with dollar amount QILDROs. Surviving spouse refunds are 16.67 percent of total member contributions.

Section VII

- This section refers to death benefits. Line (1) is for use with dollar amount QILDROs.

Section IX

- This section does not need to be completed for dollar QILDROs.