

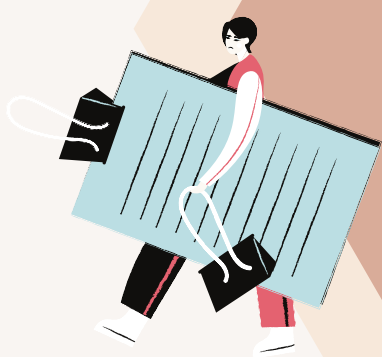
The Law Offices of Anne Schmidt, LLC

Closing Your Matter



1. Certified Copy of QDRO is sent to Plan

- We will tell you how your certified QDRO(s) were sent to the Plan and share the mailing tracking numbers (if applicable)
- Allow the Plan 60 days to process your certified QDRO.
- Be on the lookout for communications from the plan via US Mail.



2. Your Responsibilities

- If you receive any communication from the plan, please send a scan or photo of the letter to our office.
- If 60 days have passed and you have not received an approval letter, please call the Plan for a status update (see your addendum for contact info.)



3. How our office can support

- Please allow up to 60 days for the plan to process and then reach out to them directly for a status update, first.
- If you have difficulty reaching the plan, contact our office for a courtesy assistance.
- Any assistance beyond the scope of QDRO processing is subject to hourly billing.



4. Closing Your Matter

- If we have not received notice from you or the plan, we will send you a courtesy email requesting confirmation that the transfer has been completed so we may close your matter with our office.
- If we don't hear from you within 7 days of this request, we will close our file.
- We appreciate you and wish you the best!

