

**COMMONWEALTH OF KENTUCKY**  
**\_\_\_\_\_ FAMILY/CIRCUIT COURT**  
**CASE NO. \_\_\_\_\_**

\_\_\_\_\_  
**V.**  
\_\_\_\_\_

**PETITIONER**

**RESPONDENT**

**QUALIFIED DOMESTIC RELATIONS ORDER**  
**TO DIVIDE KENTUCKY TEACHERS'**  
**RETIREMENT SYSTEM BENEFITS**

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this matter coming on upon application of the parties for a Qualified Domestic Relations Order under the Internal Revenue Code and KRS 161.700;

And this Court having personal jurisdiction over both the parties to the above-styled action and the subject matter of this Order, having examined and considered the pleadings filed herein, and being well and duly advised, makes the following findings of fact and issues the following orders:

**FINDINGS OF FACT**

1. "Participant" \_\_\_\_\_  
Participant's KTRS Member Identification Number \_\_\_\_\_  
Mailing Address : \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
2. "Alternate Payee" \_\_\_\_\_  
Mailing Address : \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. The Alternate Payee is the Participant's:  
\_\_\_\_ Current or Former Spouse                      \_\_\_\_ Child or Other Dependent
4. "Retirement System" is the Kentucky Teachers' Retirement System ("KTRS")  
479 Versailles Road  
Frankfort, Kentucky 40601
5. The parties were married on \_\_\_\_\_.
6. The parties' decree of dissolution of marriage was entered on \_\_\_\_\_.

7. An action seeking an equitable distribution of the parties' marital property was filed and a judgment dividing said property was entered by this Court, including the parties' agreement regarding the division of retirement benefits in a defined benefit plan containing marital property. "Retirement benefits" as referred to this Order refers to the monthly retirement allowance to which the Participant may in the future receive or is currently receiving, or a refund of the contributions posted to the Participant's retirement account and refunded, upon Participant's request, to the Participant should the Participant terminate employment in a KTRS-covered position before becoming eligible to apply for a retirement allowance.

8. This Order applies to:

\_\_\_\_\_ an active account from which the Participant is **not** currently receiving a retirement allowance; or

\_\_\_\_\_ a retired account from which the Participant **is** currently receiving a retirement allowance. The date of retirement was \_\_\_\_\_, 20\_\_\_\_\_.

**WHEREFORE**, based upon the forgoing Findings of Fact, the Court concludes as a matter of law that the non-member \_\_\_ spouse \_\_\_ child(ren) or other dependent(s) is entitled to the entry of an Order directing the distribution, in the manner set forth, to him/her of his/her marital share of a portion of the retirement benefits payable by KTRS to the Participant.

**THEREFORE, IT IS HEREBY ORDERED:**

1. KTRS shall withhold from the monthly retirement benefits that are payable to the Participant and pay to the Alternate Payee, in accordance with 102 KAR 1:320, the following:

(Fill in One Only)

\$ \_\_\_\_\_ (subject to discount pursuant to 102 KAR 1:320 Section 7(3)); or

\_\_\_\_\_ %.

And furthermore, that if the Participant receives, at Participant's request, a refund of the contributions posted to the Participant's retirement account as a result of the termination of Participant's employment in a KTRS-covered position before becoming eligible to apply for a retirement allowance, KTRS shall withhold from the refund and pay to the Alternate Payee in accordance with 102 KAR 1:320 the following:

(Fill in One Line Only)

\$ \_\_\_\_\_; or \_\_\_\_\_ %.

2. The Retirement System shall pay the Alternate Payee child(ren)/dependent(s) as follows:

<u>Name of each child/dependent</u>	<u>Date of birth</u>	<u>Monthly Payment</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Payments to Alternate Payee child(ren)/dependent(s) shall terminate:

\_\_\_\_ upon attaining age eighteen (18); or

\_\_\_\_ upon date certain of the first day of \_\_\_\_\_, 20\_\_\_\_.

Payments withheld for support of child(ren)/dependent(s) shall be made payable to "Kentucky Child Support Enforcement" and mailed to:

Centralized Collection Unit  
P.O. Box 14059  
Lexington, Kentucky 40502-4059

**Furthermore**, in order to insure that the Participant is properly credited for child support obligation, Participant shall include the following information on the payment, Participant's:

- (1) Name; and
- (2) Social Security Number.

- 3. **If the Participant's retirement allowance has already commenced**, payments to the Alternate Payee shall commence in the calendar month following the date the Retirement System receives a certified copy of this Order from the court clerk.
- 4. **If the Participant's retirement allowance has not yet commenced**, payment to the Alternate Payee shall commence the month in which the Participant receives the first benefit payment or the month the Participant receives a refund.
- 5. The Alternate Payee shall receive his/her share of the Participant's retirement allowance in such payment form as said retirement allowance is paid to the Participant.

6. If this Order awards a fixed dollar amount, instead of a percentage, to be paid to the Alternate Payee spouse, the Payments to the Alternate Payee spouse shall:

**(check one)**

\_\_\_ **not** be recalculated or increased annually to include a share of the cost of living adjustment provided to the Participant; or

\_\_\_ be recalculated or increased annually at the beginning of the fiscal year to include a share of the cost of living adjustment provided to the Participant pursuant to KRS 161.700(10)(b).

7. Payments to the Alternate Payee shall terminate upon the first of the following to occur: the death of the Participant; the death of the Alternate Payee; or, the termination or suspension of the Participant's retirement allowance, or for any other reason otherwise provided for in this Order.
8. Payments to the Alternate Payee shall \_\_\_ or shall **not** \_\_\_ terminate upon the remarriage of the Alternate Payee.
9. The processing fee due the Retirement System shall be paid: (check one)  
\_\_\_ by the Participant;  
\_\_\_ by the Alternate Payee; or  
\_\_\_ equally by the Participant and Alternate Payee.
10. If the Alternate Payee dies before the Participant, the entire, remaining account value shall be restored to the Participant.
11. Nothing in this Order shall be construed to require the Retirement System to provide the Alternate Payee any type or form of benefit or any option not otherwise available to the Participant or to provide increased benefits to the Alternate Payee or to pay benefits to the Alternate Payee which are required to be paid to another alternate payee under another Order previously determined to be a Qualified Domestic Relations Order.
12. Nothing in this Order shall be construed to require the Retirement System to offer or provide the Alternate Payee health insurance coverage via the plan administered for the benefit of the Participant.
13. The Alternate Payee shall keep the Retirement System apprised of any changes in Alternate Payee's mailing address or instructions as to direct deposit of funds due pursuant to this Order. The Alternate Payee is directed to timely submit to the Retirement System all documents that are required to comply with this Order. The Retirement System shall not be liable for failure to make payments to the Alternate Payee if the Retirement System does not have the documents required under this Order or 102 KAR 1:320.

14. The Participant shall keep the Retirement System apprised in writing of any event which would cause the payments to the Alternate Payee to cease. The Retirement System shall not be liable for payments to the Alternate Payee if the Participant has not informed the Retirement System in writing of the need to cease such payments.
15. Should the Alternate Payee become aware of the Participant's death, Alternate Payee is ordered to immediately inform KTRS in writing. The Alternate Payee is ordered to immediately return any payments made pursuant to this Order that are received by the Alternate Payee after the death of the Participant. The Alternate Payee is ordered to immediately inform the retirement system in writing of his or her remarriage if under this Order remarriage terminates payments to the Alternate Payee. The Alternate Payee is ordered to immediately return to KTRS any payments made pursuant to this Order that may be received by Alternate Payee after the remarriage if under this Order remarriage terminates payments to the Alternate Payee.
16. The Alternate Payee shall report any payments received on any appropriate income tax return in accordance with the regulations or provisions of the Internal Revenue Code in effect at the time payments are issued by KTRS. KTRS is authorized to issue a Form W-2P or Form 1099R on any direct payments made to the Alternate Payee.
17. This Order shall be administered and interpreted in conformity with Section 414(p) and 401(a)(13) of the Internal Revenue Code of 1986, as amended and all other state or federal law applicable to qualified domestic relations orders.
18. In accordance with the federal Consumer Credit Protection Act (CCPA), the amount withheld shall not exceed: (1) fifty (50%) percent of a noncustodial parent's disposal benefits if he/she is supporting a spouse, dependent child or both, other than a party in this support Order; or (2) sixty (60%) percent of the noncustodial parent's disposable benefits if he/she is not supporting another individual.
19. The Court shall retain jurisdiction to modify or enforce this Order.
20. The Clerk of the Court shall serve upon the Administrator of the Retirement System a certified copy of this Order. This Order shall take effect immediately upon receipt by the Retirement System and shall remain in effect until any date certain set forth herein or upon further orders from this Court.
21. This Order shall expire on \_\_\_\_\_.
22. The Participant's eligibility to receive retirement benefits from the Retirement System and the amount of any such benefits shall be governed solely by the law of the Commonwealth \_\_\_\_\_ of \_\_\_\_\_ Kentucky.

23. This Order supersedes any previous order to divide the Participant's benefits issued in connection with the termination of this marriage, including the judgment, decree or order terminating the marriage.

**SO ORDERED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Judge \_\_\_\_\_

\_\_\_\_\_ Family/Circuit Court, Div. \_\_\_\_\_

**CERTIFICATION OF SERVICE**

I, Clerk of the above Court, do hereby certify that an attested copy of the foregoing Qualified Domestic Relations Order to Divide Kentucky Teachers' Retirement System Benefits has been served by mailing same to the following on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. _____<br>_____<br>_____<br>_____ | 2. _____<br>_____<br>_____<br>_____ |
| 3. _____<br>_____<br>_____<br>_____ | 4. _____<br>_____<br>_____<br>_____ |

\_\_\_\_\_  
Clerk \_\_\_\_\_ Family/Circuit Court

By: \_\_\_\_\_ D.C.