

IBEW LOCAL #9 AND LINE CLEARANCE CONTRACTORS 401k RETIREMENT FUND

PROCEDURE FOR ASSESSING LEGAL COUNSEL REVIEW FEE FOR QUALIFIED DOMESTIC RELATIONS ORDERS

At the Board of Trustees meeting on February 18, 2004, the Trustees passed a motion to assess a fee of \$300.00 on the Participant and the Alternate Payee for expenses incurred by the Fund for Legal Counsel's review of Domestic Relations Order, which are found to be Qualified (QDRO)

Communication:

- Plan Participants will be notified through a Summary of Material Modifications.
- Legal Counsel will cite how the fee will be handled in written correspondence to parties involved in the QDRO when determining whether the Order is qualified.
- The QDRO Procedures have been updated effective July 30, 2004.

Procedures:

- The Fee will be assessed equally at \$150.00 from the Participant's Account Balance and \$150.00 from the Alternate Payee's Account Balance unless the QDRO specifies that the Fee be allocated in a different manner.
- A Debit correction will be given to the Pension Supervisor or Manager for approval and submitted to the Supervisor of the Data Entry Department for entry assignment. Data Entry will enter this as a Debit correction for the appropriate QDRO fee for the Participant and the Alternate Payee.
- Accounting must receive a copy of the Debit correction.
- Accounting will record the QDRO Processing Fee on the Fund's Financial Statement under the title "Reimbursement of QDRO Legal Fees".

No assessment will be made for any Judgment of Divorce which does not assign a portion of the Participant's Account Balance to an Alternate Payee.

QDRO fee procedure