

QUALIFIED DOMESTIC RELATIONS ORDER PROCEDURE (QDRO)

- A QDRO is a court order containing specific requirements that allows the 401(k) plan to distribute assets in the plan as a result of a divorce.
- The employee or spouse will contact the Corp Director, Benefits
- Corp Director, Benefits forwards the TH, Inc 401(k) Plan **Notice to Plan Administrator concerning qdro payments** to the person making the inquiry. (See below)
- Corp Director, Benefits advises person to send a DRAFT of the QDRO to the Corp Director, Benefits for review.
- Corp Director, Benefits forwards the draft of the QDRO to our ERISA attorney.
- ERISA attorney issues an opinion.
- Opinion is sent to person inquiring or to their attorney, advising them to make changes and get court order.
- Corp Director, Benefits receives court signed QDRO. Checks to be sure changes are made.
- Corp Director, Benefits completes Schwab **Segregation Order Form For Qualified Domestic Relations Order Determination** and forwards a copy to Schwab along with a copy of the attorney opinion.
- Schwab sets up a separate account for the spouse who is not an employee and sends that person distribution paperwork – If under \$5,000, it will be distributed and can be rolled over. If over \$5,000, it can stay a part of the Plan.
- Copies of all QDRO requests and documentation are filed by the Corp Director, Benefits along with other retirement plan information.

TeamHealth Inc., 401(k) Plan

NOTICE TO PLAN ADMINISTRATOR CONCERNING QDRO PAYMENTS

A domestic relations order is an order, issued by a state court, that gives a spouse, former spouse, child or other legal dependent of a Plan Participant the right to any part of the Participant's interest in the Plan.

For the Order to be considered a "Qualified Domestic Relations Order" (QDRO), The Order must comply with certain statutory requirements. Following is a brief overview of those requirements:

1. The QDRO must identify the name and last known mailing address of the Participant and the name and last known mailing address of each Alternate Payee covered by the QDRO.
2. The QDRO must specifically identify each Qualified Plan to which the QDRO applies.
 - a. TeamHealth, Inc. 401(k) Plan
 - b. Administrator
 - i. Corporate Director Benefits, TeamHealth
1900 Winston Rd
Knoxville, TN 37919
3. The QDRO must not require the payment of benefits to an Alternate Payee, which are required to be paid to another Alternate Payee under a previously existing QDRO.
4. The QDRO must specify the amount or percentage of the Participant's benefits to be paid by the Qualified Plan to each Alternate Payee or the manner in which such amount or percentage is to be determined.
5. The QDRO must specify the number of payments or the period to which the QDRO applies.
6. The QDRO must not require a Qualified Plan to provide any type or form of benefit, or any option not otherwise provided in the Plan.
7. The QDRO must not require a Qualified Plan to provide increased benefits (determined on the basis of actuarial value).

It is the responsibility of the Plan Administrator to determine if the Order is a QDRO. You are strongly advised to obtain legal counsel in determining whether the Order is a QDRO.

Nothing in this notice is intended to be construed as either tax or legal advice.