**Section 1650.1112 Requirements for a Valid QILDRO Calculation Order**

The System will accept a court order as a valid QILDRO Calculation Order that meets all of the following requirements:

a) The order must be accompanied by a $50 non-refundable processing fee, by check payable to the Teachers' Retirement System.

b) The order must be a certified copy of the original.

c) The order must have been issued by an Illinois court of competent jurisdiction in a proceeding for declaration of invalidity of marriage, legal separation, or dissolution of marriage that provides for the distribution of property, or any proceeding to amend or enforce such a property distribution.

d) The order must contain the name, mailing address, and Social Security number of the member.

e) The order must contain the name, mailing address, and Social Security number of the alternate payee.

f) If the full Social Security number is not shown on the face of the order, the order must be accompanied by a Notice of Confidential Information Within Court Filing in the form adopted by the System containing the full Social Security numbers omitted from the order.

g) The order must identify the Teachers' Retirement System as the retirement system to which it is directed.

h) The order must be in the form adopted by the System as of the valid receipt date of the order.

i) No language may be added to, or omitted from, the form adopted by the System.

j) All required portions of the order must be filled out completely and consistently with all directions provided in the form.

k) The order must correspond with a valid underlying QILDRO that has been filed with the System applicable to the same member, the same alternate payee, and the same benefits and refunds.

(Source: Amended at 39 Ill. Reg. 5259, effective March 20, 2015)