**Section 1600.615 Filing a QILDRO with the System**

a) A QILDRO or QILDRO Calculation Order should be sent to the SURS Legal Department, accompanied by the consent form, if applicable, and the $50 non-refundable processing fee.

b) A QILDRO or QILDRO Calculation Order will be deemed received by SURS on the date it is file-stamped as received at the SURS office.

c) Within 45 calendar days after receiving a QILDRO or QILDRO Calculation Order, SURS will review the order and notify the member and each alternate payee by first-class mail that it has received the QILDRO or QILDRO Calculation Order, and whether it is a valid order. If SURS determines that the order is not a valid QILDRO or QILDRO Calculation Order, the notice will specify the reasons.

(Source: Amended at 33 Ill. Reg. 10757, effective July 1, 2009)