**Section 1650.1111 Requirements for a Valid Qualified Illinois Domestic Relations Order**

The System will accept a court order as a valid Qualified Illinois Domestic Relations Order, or "QILDRO", 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) If the order applies to a person who became a member of the System before July 1, 1999, the order must be accompanied by the original Consent to Issuance of QILDRO signed by the member. If the original has been filed with the court, a certified copy of the original is acceptable.

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

d) 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, prior to the death of the member.

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

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

g) 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.

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

i) The order must apply only to benefits that are statutorily subject to QILDROs as provided in Section 1-119(b)(1) of the Act [40 ILCS 5/1-119(b)(1)].

j) The order and, if applicable, the Consent to Issuance of QILDRO must be in the form adopted by the System as of the valid receipt date of the order.

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

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

m) If a consent form is required, the names and Social Security numbers identified in the consent form must match the names and Social Security numbers identified in the order or in an accompanying Notice of Confidential Information Within Court Filing.

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