

Domestic Relations Order Benefit Application

Complete this application to apply for your portion of your former spouse's monthly DERP Pension Benefit under an approved Domestic Relations Order (DRO).

How is your DRO benefit paid?

Your benefit is sent directly to your bank account using direct deposit.

When is your DRO benefit paid?

Payments are made the first business day of the month.

Important! Keep these key points in mind as you complete your application:

1. Submit a copy of your certified birth certificate or passport.

- ✓ A certified birth certificate is a legal document issued by the vital records office in the state where you were born.
- ✓ A certified birth certificate.

2. Get your application notarized.

- ✓ You must sign your application in the presence of a notary.
- ✓ Incomplete, unsigned, or unnotarized forms won't be processed.

3. Consult the appropriate resources for tax questions.

- ✓ We can't provide tax counseling.
- ✓ Contact your personal tax advisor, the IRS, and/or the Colorado Department of Revenue for any tax-related questions.

Step 1 – Member Information

Member Name (First, Middle Initial, Last)

DERP ID (call our office if you don't know the DERP ID)

Step 2 – Applicant Information

Applicant Name (First, Middle Initial, Last)

Applicant Address and/or P.O. Box, City, State, and Zip Code

Applicant Social Security Number

Applicant Date of Birth

Applicant Primary Email Address

Applicant Primary Phone Number



Step 3 – Payment Options

You have two payment options to choose from. Each option affects how long you'll receive payments and whether those payments continue if you or your former spouse pass away.

Check one box below to indicate your payment option choice. Once your payments begin, your choice can't be changed.

Option 1: Standard

This option provides a larger monthly payment that continues for as long as your former spouse is living.

- ✓ Payments are made monthly for as long as your former spouse is living.
- ✓ Payments stop when your former spouse passes away.
- ✓ If you pass away before your former spouse, no payments will be made to your estate or heirs.

Option 2: Extended Payment

This option provides a smaller monthly payment that continues for your lifetime, even if your former spouse passes away.

- ✓ Payments will be made monthly for your lifetime.
- ✓ Payments will continue, even if your former spouse passes away first.
- ✓ Payments stop upon your death.

Step 4 – Bank Account Information

Check the box where you want your payment deposited and attach the required documentation.

Checking – Attach a voided check or bank letter that includes the routing and account numbers. Do not attach a deposit slip.

Savings – Attach a bank letter that includes the routing and account numbers.

Step 5 – Federal Tax Withholding Election

Do not withhold federal income tax.

Withhold federal income tax based on the tax tables for:

A married individual

Optional: If you want additional tax withheld enter the amount below:

\$ _____

A single individual

Optional: if you want additional tax withheld enter the amount below:

\$ _____

Withhold federal income tax based on either a fixed percentage or amount.

I elect to have _____% withheld

I elect to have \$ _____ withheld.



Step 6 – Colorado State Income Tax Withholding Election

We're unable to withhold taxes for any state other than Colorado.

Do not withhold Colorado state tax.

Withhold Colorado state tax based on the tax tables for:

A married individual

Optional: If you want additional tax withheld enter the amount below:

\$ _____

A single individual

Optional: if you want additional tax withheld enter the amount below:

\$ _____

Withhold Colorado state tax based on either a fixed percentage or amount.

I elect to have _____ %
withheld.

Important! The percentage amount for
Colorado state income tax will be rounded
down to the nearest whole dollar (for
example, \$12.99 becomes \$12).

I elect to have \$ _____ withheld.

Important! The dollar amount entered must
be a whole number (no decimals).

Step 7 – Acknowledgement and Notarization

I'm applying to receive a monthly DRO payment. By signing below, I acknowledge that I've read and understand the payment options described above and have selected the one I wish to receive. I understand my payment option is final and can't be changed once I receive my first payment.

Signature

Date

State of _____

County of _____

Signed before me on (date) _____

Notary's Official Signature

Commission Expiration



Step 6 – Submit Your Domestic Relations Order Benefit Application

Submit your completed and notarized application and a voided check or bank letter showing the routing and account number for the bank account you want your benefit payment deposited into.

You can submit to us using one of the following methods:

- | | | | |
|------------------|-----------------|---|----------------|
| ✓ Mail: | ✓ Email: | ✓ Drop off: | ✓ Fax: |
| DERP | Help@DERP.org | • Use the mail slot in the front door. | (303) 839-9525 |
| 777 Pearl St. | | • Put in the secure drop box inside the vestibule if the front door is unlocked. | |
| Denver, CO 80203 | | | |

Need to visit us in person? Schedule an appointment. Walk-in visits aren't available.

