

## 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.

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Signature

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Date

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State of \_\_\_\_\_

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County of \_\_\_\_\_

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Signed before me on (date) \_\_\_\_\_

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Notary's Official Signature

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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:**

DERP  
777 Pearl St.  
Denver, CO 80203

✓ **Email:**

Help@DERP.org

✓ **Drop off:**

- Use the mail slot in the front door.
- Put in the secure drop box inside the vestibule if the front door is unlocked.

✓ **Fax:**

(303) 839-9525

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

