

# Barbara A. DiFranza

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## Information and Documents Needed to Draft Domestic Relations Order for Military Benefits

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|--|--|
| <input type="checkbox"/> Date of Marriage                            | <input type="checkbox"/> Both parties' date of birth   |
| <input type="checkbox"/> Date of Separation                          | <input type="checkbox"/> Both parties' social security numbers                                 |
| <input type="checkbox"/> Date of Divorce                             | <input type="checkbox"/> Both parties' postal mailing addresses                                |
| <input type="checkbox"/> Copy of Divorce Judgment & MSA <sup>1</sup> | <input type="checkbox"/> Contact info (including E-mail) and bar numbers for involved counsel. |
| <input type="checkbox"/> Copy of Previous Orders reBenefits          |  |
| <input type="checkbox"/> Date of past or intended retirement         |  |

- Specify deadlines approaching or explain other need for speed.
- If party/parties billed directly: home/work/cell phone # & E-mail address.
- All documents relating to elections made by Servicemember (SM) with reference to retirement, including those in favor of survivors and beneficiaries.
- All records of service: e.g., re dates of member's creditable service; a summary of reserve points gained before, during and after marriage.
- Branch of service, rank and date of rank of SM and DD214 if applicable.
- Other record or correspondence re retirement benefits, e.g., actuarial appraisal.
- Signed and completed Form 180 "Request Pertaining to Military Records".

### If not yet retired

- Leave and Earnings Statement.
- Estimate or projection of benefits payable at earliest available or planned retirement date.

### If retired

- Benefit statement showing how pension benefits were calculated on retirement and showing, e.g., survivor annuity chosen and what percentage, calculations re retirement benefits including Reserve or Regular Retirement, Voluntary Separation Incentive (VSI), Special Separation Benefit (SSB), 15-Year Retirement
- Latest payment warrant or check stub.

*Please provide information via in this order of preference: (1)E-mail (documents scanned to pdf); (2) fax; (3) mail. Suggest use spaces to check off each item to insure that all available information & documents are forwarded. Piecemealing transmission tends to consume more time and result in higher attorney fees. Feel free to send a cover sheet listing questions and concerns.*

Note re the **Federal Thrift Savings Plan**: This is a separate plan. Ask for the information to divide this plan if you wish to have it divided by court order.

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<sup>1</sup> Marital or property settlement agreement.