

**PAGE 1:**

Your Employee/Member: [Enter NCP's Full Name]

SSN: [Enter NCP's SSN]

DOB: [Enter NCP's DOB]

CSE Case Number(s): [Enter CSE Case Number(s)]

Pursuant to California Family Code section 17512, you are required to report requested employment, income and benefit information upon receipt of a written request from a local child support agency enforcing the obligation of parents to support their children. Our records indicate that the above-referenced employee/member is either an employee, former employee of your organization or participates in a labor organization associated with your organization.

We are enforcing support obligations owed by the above-referenced employee/member and require that you provide a response to the following questions and provide the requested documents by [Enter 30 days from today]:

1. Has your organization ever offered any retirement benefits?
2. Does the named individual now, or did they in the past participate in any of your organizations retirement plans?

If the answer to Question 1 or 2 is "No," provide the information requested at Item 3 and that will complete your response. If the answer to Questions 1 and 2 is "Yes," please continue to Question 4.

3. If you are the employer and the individual is not eligible for employee benefits due to union membership, provide their union's name, address, and phone number.
4. What is the formal name of the retirement plan in which the individual participates?
5. Is the plan a defined contribution plan or a defined benefit plan?
6. If the plan is a defined benefit plan, is it a cash balance plan?
7. Provide the most recent retirement account statement for each plan in which the named individual participated.
8. What address should a court issued QDRO be mailed to?

**PAGE 2:**

Please provide your response in writing. The response and documents requested may be submitted by email, fax or mail as follows:

Email: [QDROProgram@dcss.cccounty.us](mailto:QDROProgram@dcss.cccounty.us)

Fax: (925) 335-3605

Mail: QDRO Program 50 Douglas Drive, Suite 100, Martinez, CA 94553

Please note that as an employer or labor organization, you are required to comply with this request. If you do not, you may be subject to the assessment of a civil penalty plus attorneys' fees and costs pursuant to California Family Code section 17512(e).