

**Chicago Regional Council of Carpenters Pension Fund Supplemental Annuity Plan**  
**PROCEDURES TO DETERMINE THE QUALIFIED**  
**STATUS OF DOMESTIC RELATIONS ORDERS AND TO**  
**ADMINISTER DISTRIBUTIONS UNDER SUCH QUALIFIED ORDERS**

- 1) Promptly upon receipt of a Domestic Relations Order or proposed Qualified Domestic Relations Order, the Plan Administrator (or other Fund employee as designated by the Plan Administrator) will:
  - i) notify the Participant to whom the Order relates and each Alternate Payee (an Alternate Payee includes any spouse, former spouse, child or other dependent of a Participant who is recognized by the Domestic Relations Order as having a right to receive all, or a portion of, the benefits payable under the Plan with respect to the Participant) of the receipt of the Order, and
  - ii) send copies of these procedures to:
    - (a) the Participant and any other Alternate Payee,
    - (b) each Alternate Payee specified in the order, and
    - (c) each representative designated by an Alternate Payee for receipt of copies of notice at the mailing addresses specified in the Order, or, if the Order does not specify addresses, to the last address known to the Plan Administrator.
  - iii) place a hold on the Participant's Account to the extent of the Alternate Payee's assigned benefit, as specified in the Order. If the Order does not clearly specify the amount of the Alternate Payee's assigned benefit, a hold shall be placed on the Participant's entire Account.
- 2) The Plan Administrator (or other Fund employee as designated by the Plan Administrator) will complete the Qualified Domestic Relations Order check list. If all questions are answered 'yes' or 'not applicable', the Plan Administrator (or other Fund employee as designated by the Plan Administrator) will notify each person described in paragraph 1 that the Order is a Qualified Domestic Relations Order, and obey the Order.
- 3) If any question is answered 'no', the Plan Administrator (or other Fund employee as designated by the Plan Administrator) will consult legal counsel.
- 4) If in the opinion of legal counsel, all questions should be answered 'yes', the Plan Administrator (or other Fund employee as designated by the Plan Administrator) will follow the procedure in paragraph 2. If legal counsel determines that any question should be answered 'no' legal counsel will notify the parties' counsel and try to persuade them to have the Order amended so that it will be a Qualified Domestic Relations Order. If the Plan's legal counsel is unsuccessful, he will take appropriate steps (in the court issuing the Order, in a Federal District Court, in both, by appeal or otherwise) to resist the Order and/or to resolve the question of whether the Order is a Qualified Domestic Relations Order.
- 5) While the qualified status of the domestic relations order is being determined (by the Plan Administrator, by a court of competent jurisdiction or otherwise), the Plan Administrator (or other Fund employee as designated by the Plan Administrator) will place a hold on the Participant's Account, in accordance with paragraph 1.c. above.
- 6) If within 18 months of receipt by the Plan:
  - i) the Order (or modification thereof) is determined to be a Qualified Domestic Relations Order, the Plan Administrator will implement the order and remove the hold from the Participant's Account, but if
  - ii) it is determined that the Order is not a Qualified Domestic Relations Order or the issue as to whether such an Order is a Qualified Domestic Relations Order is not resolved, the hold will be removed from the Participant's Account.
- 7) Any determination that an Order is a Qualified Domestic Relations Order that is made after the aforementioned 18-month period will be applied prospectively only.
- 8) If the Plan or Trust is made a party defendant in any kind of domestic relations case before the entry of an Order, the Plan Administrator (or other Fund employee as designated by the Plan Administrator) will consult legal counsel. Legal Counsel will:
  - i) file an appropriate pleading,
  - ii) send copies of these procedures and the Qualified Domestic Relations Order check list to counsel for the other parties, and
  - iii) attempt to insure that any order entered in a domestic relations case that affects the Plan or Trust is a Qualified Domestic Relations Order.

