

RETIREMENT & SAVINGS ASSET QUICK LIST

	Plan Name	Who Contributes?	Cash/Investment Balance?	Evident on Form W-2?	Evident on Form 1040?	QDRO Required to Divide?	Form of Benefit
Defined Contribution	401(k)	Employee & sometimes employer	Yes	Yes-See Box 12	No	Yes	Lump-sum at retirement
	403(b)/457 Tax Sheltered Annuity (non-profits & gov't)	Employee & sometimes employer	Yes	Yes-See Box 12	No	Yes	Lump-sum at retirement
	Profit Sharing	Usually just Employer	Yes	Yes-See Box 13	Maybe if self-employed	Yes	Lump-sum at retirement
	Money Purchase	Usually just Employer	Yes	Yes-See Box 13	Maybe if self-employed	Yes	Lump-sum at retirement
	Employee Stock Ownership Plan (ESOP)	Employee & sometimes employer	Yes	Maybe-Box 13	No	Yes	Lump-sum at retirement
	Simple 401(k)	Employee & employer	Yes	Yes-See Box 12	No	Yes	Lump-sum at retirement
Defined Benefit	Traditional Pension	Usually just Employer	No	Yes-See Box 13	No	Yes-but some do not allow	Usually monthly payment-maybe lump-sum
	Military Pension	Usually just Employer	No	Yes-See Box 13	No	Yes-but is known as MCO	Monthly payment
	Civil Service Pension	Usually just Employer	No	Yes-See Box 13	No	Yes-but is known as COAP	Monthly payment
	State Government Pensions	Usually just Employer	No	Yes-See Box 13	No	Yes-but some do not allow	Monthly payment
	Annuity	Individual	Maybe	No	No	Yes	Usually monthly payment-maybe lump-sum
	Cash Balance	Usually just Employer	No	Yes-See Box 13	No	Yes-but some do not allow	Usually monthly payment-maybe lump-sum
Individual Retirement Account (IRA) Based	Traditional IRA	Individual	Yes	No	Yes-only if still contributing	No	Lump-sum at retirement
	Roth IRA	Individual	Yes	No	No	No	Lump-sum at retirement
	Rollover IRA	Balance of terminated qualified plan	Yes	No	Yes-only if still contributing	No	Lump-sum at retirement
	Simple IRA	Employee & employer	Yes	Yes-See Box 12	No	No	Lump-sum at retirement
	Simplified Employee Pension (SEP)	Individual	Yes	No	Yes-only if still contributing	No	Lump-sum at retirement
Other	TIAA-CREF (Elements of Def. Contrib & Def. Ben)	Employee & employer	Maybe	Maybe-Box 13	No	Yes-but some do not allow	Usually monthly payment-maybe lump-sum
	Stock Options	Employee & sometimes employer	Yes	No	No	Yes-but some do not allow	Options can be converted to stock after vesting
	Money Market Account	Individual	Yes	No	Yes-Earnings on Schedule B	No	Usually a non-retirement investment
	Certificate of Deposit	Individual	Yes	No	Yes-Earnings on Schedule B	No	Usually a non-retirement investment
	Mutual Funds	Individual	Yes	No	Maybe-if income & not growth	No	Can be a retirement plan or non-retirement investment
	Stocks and Bonds	Individual	Yes	No	Maybe-if income & not growth	No	Can be a retirement plan or non-retirement investment
	Real Estate	Individual	Fair Market Value of Asset	No	Maybe-on Sched E or a K-1	No	Non-retirement investment
	529 College Plan (Children)	Individual	Yes	No	No	No-owned by the child	To be paid for child's benefit
UGMA or UTMA (Children)	Individual	Yes	No	No	No-owned by the child	To be paid for child's benefit	

THESE ARE GENERALITIES AND MAY NOT ALWAYS APPLY IN YOUR CASE. NOT TO BE USED AS TAX, INVESTMENT OR LEGAL ADVICE.

RETIREMENT PLANS CHECKLIST

1. Obtain **written authorization** from the employee allowing you to correspond directly with the plan administrator.
2. Obtain the **plan document** or summary plan description describing plan features, eligibility, QDRO procedures, etc.
3. If a defined benefit plan, obtain a **pension benefit statement** directly from employer showing the accrued monthly payment for the normal retirement date as if terminated close to divorce date (i.e., no projections of benefit as if the employee worked all the way through retirement).
4. If a defined contribution plan, obtain the latest monthly, quarterly or annual **statement** showing investment balance (same thing with all listed in OTHER category).
5. If a defined benefit plan, and offset with other marital assets is required, hire a **pension appraiser** to present value the monthly payments and have #s 1-4 above ready.
6. Obtain any standard or **pre-approved QDRO** language from employer. Some have a "package" they will email to you.
7. **MAKE SURE THE PLAN CAN BE DIVIDED!**

**Robert Vance, CPA, ABV, CFF, CVA, CFP
Forensic & Valuation Services, PLC
rvance@forensicval.com**