



Domestic Relations Orders Background and Instructions

For use by retirees of the Michigan State Police Retirement System and the Military Retirement System

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This document provides background information to those parties or their representatives who may wish to file a Domestic Relations Order (DRO) with the Michigan State Police Retirement System or the Military Retirement System. While every attempt has been made to ensure the accuracy of this document, the Office of Retirement Services (ORS) is bound by the requirements of the applicable retirement statutes. If any discrepancies occur, the provisions of the statutes prevail.

The information in this document is not legal advice. The sharing of a pension under a DRO involves the rights of two individual parties, typically a member of a public retirement system and the member's former spouse. DROs have limitations and may not be the best answer to your particular situation. Individuals who are considering filing a DRO should consult an experienced attorney.

Resources: Your divorce attorney will usually create a DRO that complies with your Judgment of Divorce and the requirements of your retirement plan. If not, you may wish to contact the [State Bar of Michigan Lawyer Referral Service](#) for the names of attorneys or law firms. An additional resource for attorneys is *QDROs, EDROs & Division of Employee Benefits on Divorce, A Guide for Michigan Practitioners*, edited by Nancy Keppelman and the Institute of Continuing Legal Education.

What is a Domestic Relations Order?

A Domestic Relations Order (DRO) filed with a retirement system typically provides for the division of a pension as a marital asset. It may assign a percentage or a specific dollar amount of the retiree's pension to the former spouse.

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The requirements of a DRO under Michigan law, including the retirement system's statute, must be met before a DRO can be administered by the retirement system. ***The best way to ensure a proper DRO is to use the appropriate DRO form found on the ORS website.*** Links to this form for the State Police Retirement System and the Military Retirement System are available at the end of this document. See Filing Requirements for details.

Note: A DRO is different from an Eligible Domestic Relations Order (EDRO) which applies only to orders filed with the retirement system *before* the retirement effective date (see Eligible Domestic Relations Order Act, 1991, PA 46). Please see our website for [EDRO information](#). EDROs submitted for a retiree already receiving pension payments will be returned with a request for a DRO.

Public Acts

The Michigan Office of Retirement Services (ORS) administers the five State of Michigan retirement systems, including the Michigan State Police Retirement System (1986 PA 182, MCL 38.1601 *et seq*) and the Military Retirement System (1967 PA 150, MCL 38.801 *et seq*).

Filing Requirements

A valid DRO is one that is signed by a judge and stamped as a true copy by the court clerk. Members who are divorced while still actively employed file an [Eligible Domestic Relations Order \(EDRO\)](#). A DRO filed after the retiree's death will not be accepted.

The Michigan Office of Retirement Services (ORS) has developed an online template for the DRO to reduce errors and allow our customers to create DROs that can be administered under the retirement statutes. This interactive pdf document prevents errors by not allowing contradicting selections, by prefilling some information, and by offering pop-up help screens. ***This is the preferred document to file with the Office of Retirement Services.*** It is the fastest, most cost-effective way to complete your filing. Complete it online, print it, take the printed copy to the court for the judge's signature, and then submit the signed and stamped true copy of the document to ORS at the address indicated on the form.

Payments to the former spouse will be effective the first day of the month following ORS' receipt of an acceptable DRO. Retroactive pension adjustments will not be made.

The online DRO template includes an attachment containing the parties' social security numbers that should not be filed with the court but is required to be filed with the retirement system when submitting the DRO. This attachment allows the retirement system to find the retiree's account and to set up a new account for the Former Spouse accurately. Please be sure to include it when you forward the signed DRO to ORS.

If for any reason you are unable to use the online DRO template and instead create your own DRO, the retirement system will determine whether your DRO is valid. These documents require closer review, take longer to process and are very likely to be returned for corrections. If the retirement system determines that a DRO is not valid, the retirement system will reject the order and notify the retiree and the former spouse of the reasons why the order does not comply. It is the responsibility of the retiree and the former spouse to obtain an amended order which meets the requirements of the applicable law and file that order with the retirement system. In these rare situations where the online DRO doesn't meet your needs, the retirement system will review a draft of the DRO to verify compliance before the order is presented in court.

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What you should know

- Although the retiree may be entitled to receive the retirement allowance in the form of a straight life benefit, a portion of that straight life benefit may still be assigned to the former spouse under the DRO.
- The division of the pension will be based on the benefit that was effective as of the member's retirement effective date. ORS will not accept requests for other division dates. If the benefit to be divided is something other than the pension that was effective on the retirement effective date, the retiree or their attorney should submit a written request to ORS for an estimated value. The parties can then determine how this shared value is to be divided, either by defining the dollar amount payable to the former spouse (plus accrued postretirement increases if applicable), or by defining a percentage to be applied against the initial pension amount (plus accrued postretirement increases if applicable). When using a percent, the cost of living allowance (COLA) will be the same percent; when using a dollar value, it will be necessary to define the dollar value of the increase.

Upon the Death of the Former Spouse

If the former spouse dies, a copy of the death certificate must be submitted to ORS and all payments to the former spouse under the DRO will cease. If the former spouse predeceases the retiree, the retiree's pension will be adjusted to reflect the share of the pension previously assigned to the former spouse under the DRO:

- If, at the time of retirement, the retiree did not elect a survivor option or voided the survivor option pursuant to the divorce, the retiree's pension will be increased by the amount paid to the former spouse under the DRO.
- If, at the time of retirement, the retiree elected a survivor option and designated the former spouse as beneficiary and if that option remains in effect, the retiree's pension will be increased by the amount paid to the former spouse under the DRO and will be adjusted to a straight life allowance.

Upon the Death of the Retiree

If the retiree dies, all payments authorized by the DRO to the former spouse cease.

Insurance Eligibility

Effective the date of divorce, the former spouse is no longer eligible for the retiree's health, drug, dental/vision, and life insurance coverages. (Note: in the Military Retirement System only commanding officers have insurance benefits.) The retiree is responsible for removing the former spouse from the insurance coverages by completing an *ORS Insurance Enrollment Change Request* form and returning it to ORS along with a copy of the Judgment of Divorce as soon as possible. It is imperative that you do this quickly, as any claims made after the date of divorce will be rejected and will become the responsibility of the retiree to pay.

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A divorced spouse removed from health, drug, and dental/vision insurance(s) may continue the retirement system's group plan(s) for up to three years through the COBRA direct pay insurance program. The coverage will not change. He/she is required to pay 102 percent of the insurance premiums. Insurance rates are available on each retirement system's website.

For information concerning the COBRA direct pay insurance program, contact:

Department of Technology, Management and Budget
Office of Retirement Services
P.O. Box 30171
Lansing, MI 48909
Phone 517-284-4400 in Lansing
or 800-381-5111

Does the DRO affect the State of Michigan 401(k) and 457 plans?

By filing a DRO with the pension system, the changes affect only your pension and have no effect on 401(k), 457, or other employer-sponsored plans. If you are a member of the State Employees', State Police, or Judges Retirement System and enrolled in the State's 401(k) or 457 plans, contact Voya Financial® to change your beneficiary:

Voya Financial®
Attn: State of Michigan Plan Administrator
P.O. Box 55497
Boston, MA 02205-5497
800-748-6128

Other Considerations

- Payments from the retirement system to the former spouse cannot be converted to a lump sum distribution or to provide a survivor benefit.
- Section 402(a) of the Internal Revenue Code requires that the recipient of funds from a qualified retirement plan must pay taxes on the distribution.

Links to Forms

Military Retirement System

[Domestic Relations Order \(R0323D\)](#)

State Police Retirement System

[Domestic Relations Order \(R0323H\)](#)

[Insurance Enrollment/Change Request \(R0452H\)](#)

