



# Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

## Important Deadlines for WRS *Statement of Benefits* Distribution Code/Address Reports

As a WRS employer, you are responsible for distributing the Wisconsin Retirement System (WRS) *Annual Statements of Benefits* to your active employees. The statements, dated January 1, 2013, will be sent to you following completion of the reconciliation process. To assist in the distribution of these statements, please review the **sorting options** offered by the Department of Employee Trust Funds (ETF), the **detail** for each option, and the **important deadlines** relative to address reporting and the statement distribution process.

ETF can collect employee address data from the annual report to be used on the WRS *Annual Statements of Benefits*. However, **if you require a distribution code to distribute the statements to employees (Sort Options A and C), you must still submit a CDAD report.**

### Important Deadlines:

#### March 1, 2013:

Deadline for submitting the *Statement Sort Option Selection* form (ET-9061). This form determines how your employees' statements will be sorted when they are delivered in April.

On this form, you will select a sort option for your January 1, 2013 *Annual Statements of Benefits*. **If you do not return form ET-9061 by the due date, ETF will use Option D, Alphabetical Order, by default to sort your employees' statements.**

#### March 15, 2013:

Deadline for submitting all Distribution Code and Address Data (CDAD) reports to ETF. This file is required to print addresses on the statements if you do not include them on your annual report, or if you submitted your annual report before December 31, 2012. It is also required if you sort your statements by distribution code. Specific instructions for submitting the CDAD report can be found on form ET-9060 (enclosed).

### **Statement Sort Option Selection Form (ET- 9061)**

The *Statement Sort Option Selection* form (ET-9061) is enclosed. Your completed form instructs ETF how to sort your active employees' January 1, 2013 WRS *Annual Statements of Benefits*. For your convenience, the statements will be printed and delivered in the order indicated on the form. You may also access form ET-9061 at <http://etf.wi.gov/publications/employer.htm>. Please complete and return the form to ETF by mail, fax, or e-mail by March 1, 2013.

Please select one of the four sort options described below by checking the appropriate box on the form. Note: "Distribution Codes" are codes that you designate to help sort your employees' statements when they are delivered in bulk. For example, distribution codes could signal "School A" or "School B," or list the individual employee's department. They are not required but can be very helpful when distributing the statements.

OPTION A: Distribution Codes Order:

You will receive the statements in alphabetical order by employee last name, within a distribution code order specified by you. Example: You could provide us with distribution codes that group your employees' statements by departments, individual buildings where employees work, or by different cities where employees work. **This Sort Option requires you to submit a CDAD report.**

OPTION B: Employee Home Addresses in ZIP Code Order:

You will receive the statements sorted by your employees' home addresses in zip code order. The address sort option enables you to attach postage and mail the statements directly to employees, rather than distributing statements at the work sites. The statements will be printed with your return address displayed in the return address window of the envelope.

**Note:** If you select Option B and submit your annual report with addresses on it, then you do not need to submit a Distribution Code/Address Data (CDAD) report.

OPTION C: Sort by Distribution Codes with Home Addresses Printed:

You will receive the statements in alphabetical order within a distribution code order, with home addresses of your employees printed on the statements. This allows you to distinguish between different buildings or work sites, but retain the option to mail some statements to employees who might not be present at the time you distribute statements. **This Sort Option requires you to submit a CDAD report.**

OPTION D: Sort in Alphabetical Order:

You will receive the statements in alphabetical order by last name. Distribution codes and/or addresses of employees can be printed on the statements, provided you supply ETF with that information.

**Note:** If you select Option D and submit your annual report with addresses on it, then you do not need to submit the optional Distribution Code/Address Data (CDAD) report.

**Mail, fax or e-mail the *Statement Sort Option Selection* form (ET-9061) to ETF by March 1, 2013, using the address or number indicated on the form. When completing this form, please provide your WRS Employer Identification Number (69 036 XXXX - XXX).**

***Distribution Code/Address Data (CDAD) Specifications Form (ET-9060)***

If you intend to submit a CDAD report, it must be submitted by **March 15, 2013**.

The CDAD report must follow data format specifications defined in the *Distribution Code/Address Data Specifications for WRS Statement of Benefits* form (ET-9060) included with this bulletin. This form also contains instructions for using an Excel spreadsheet to create the CDAD report in an electronic format acceptable by ETF. Form ET-9060 can also be found at:

<http://etf.wi.gov/publications/employer.htm>.

**Note:** Files not meeting the reporting format will be returned to you for correction. Corrections will NOT be made at ETF.

## Contact

You are required to keep a copy for your records of all reports sent to ETF as reference to help resolve problems that may exist in the file.

Questions regarding the contents of this *Employer Bulletin* should be directed to the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900; or you may send an e-mail to [CDADinfo@etf.wi.gov](mailto:CDADinfo@etf.wi.gov).

**STATEMENT SORT OPTION SELECTION  
FOR JANUARY 1, 2013 WRS STATEMENTS OF BENEFITS**

Please complete this form to select a sort option for your January 1, 2013 *Statements of Benefits*. CHECK ONLY ONE OPTION. All statements for active employees will be delivered to you, and the choice you select on this form will determine the order in which they will be sorted. Information on how to submit a CDAD file can be found on form ET-9060, Distribution Code/Address Data (CDAD) Specifications for Statement of Benefits.

This form must be returned to the Department of Employee Trust Funds (ETF) by March 1, 2013.

Employer Name: \_\_\_\_\_ Employer Number: 69-036-\_\_\_\_\_

Name of Person Completing this Form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

<input type="checkbox"/> <b>OPTION A</b>	<b>Distribution Code Order:</b> Statements will be sorted in a distribution code order specified by you and then alphabetically within the distribution code.
<input type="checkbox"/> <b>OPTION B</b>	<b>Employee Home Address:</b> Statements will be sorted by employee home address in zip code order.
<input type="checkbox"/> <b>OPTION C</b>	<b>Distribution Code Order with Home Address Printed:</b> Statements will be sorted in distribution code order, and then alphabetically within distribution code with employees' addresses printed on the Statements.
<input type="checkbox"/> <b>OPTION D</b>	<p><b>Alphabetical Order:</b> Statements will be sorted by employee last name in alphabetical order.</p> <p><input type="checkbox"/> Will Report Distribution Code Data and/or Address Data</p> <p><input type="checkbox"/> Will <b>Not</b> Submit Address or Distribution Code Data.</p>

If you have questions, contact the Employer Communications Center toll free at (888) 681-3952 or locally at (608) 264-7900.

Return this selection form by March 1, 2013 to:

Office of Budget and Trust Finance  
Department of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931

E-mail: CDADinfo@etf.wi.gov  
Fax: (608) 266-0133

**DISTRIBUTION CODE/ADDRESS DATA (CDAD) SPECIFICATIONS  
FOR STATEMENT OF BENEFITS  
WISCONSIN RETIREMENT SYSTEM**

This form explains how to create and submit a Distribution Code/Address Data (CDAD) file. We use the information submitted on this file to print addresses and distribution codes on your WRS Annual Statements of Benefits to help you distribute them to your active employees. If address information is not submitted to ETF on either the annual report or on a CDAD file, the Statements of Benefits will be delivered to you with only employee names printed on them. You must submit a CDAD file if you require distribution codes to distribute the statements to your employees.

**1. Specifications for Paper Reporting:**

Employers submitting the CDAD report on paper must use the same information required for electronic reports, indicated under **Field Name** column below. A sample form (ET-9066) can be found at <http://etf.wi.gov/publications/et9066.pdf>. Please note that we are unable to accept CDAD reports on paper for employers with more than 50 employees.

**2. Specifications for Electronic Reporting:**

The file content of the CDAD report for employers submitting via File Transfer Protocol (FTP) or on a disk must follow the data format specifications indicated below.

**A. Preferred Method: Create the data file using the indicated specific format:**

FIELD NAME	FIELD POSITION	LENGTH	TYPE*
Employer Number	1 – 7	7	Numeric
Employee Social Security Number	8 – 16	9	Numeric
Employee Name	17 – 46	30	Unspecified
Distribution Code	47 – 59	13	Unspecified
Address (line 1)	60 – 89	30	Unspecified
Address (line 2)	90 – 119	30	Unspecified
City	120 – 147	28	Unspecified
State	148 – 149	2	Unspecified
Zip	150 – 154	5	Numeric or blank
Zip Extension	155 – 158	4	Numeric or blank

- \* **Numeric** = Field must be numeric.
- Unspecified** = Any combination of characters allowed—alpha/numeric/blank.
- Numeric or Blank** = Field must be numeric or blank.

**B. Alternative Method: Create CDAD data file using an Excel spreadsheet:**

1. Set each column to the specified width identified in the chart. Note: Setting the columns to the specified width will produce the field length indicated in the chart when you save the file as a \*.prn file.
2. Create a column for each field even if you do not intend to use it. Do not type the column heading (Column, Field Name, Etc...) on your spreadsheet. The first row on your spreadsheet should contain your first employee in the report.

Column	Field Name	Field Position	Length	Column Width	Cell Format
A	Employer Number	1 – 7	7	7.22	Text
B	Employee SS #	8 – 16	9	9.22	General
C	Employee Name	17 – 46	30	30.22	General
D	Distribution Code	47 – 59	13	13.22	General
E	Address ( line 1)	60 – 89	30	30.22	General
F	Address ( line 2)	90 – 119	30	30.22	General
G	City	120 – 147	28	28.22	General
H	State	148 – 149	2	2.22	General
I	Zip	150 – 154	5	5.22	General
J	Zip Extension	155 – 158	4	4.22	General

**Your file cannot be uploaded to our system if the above format is not followed.**

After all of the information has been entered, save the data by following the steps below:

1. Select 'File.'
2. Select 'Save as.'
3. Name your document CDADXXXXXXXX; where x is the last seven digits of your EIN number. Example: For an EIN of 69-036-1234-000, the naming convention would be CDAD1234000. No other naming convention is acceptable.
4. Change the file type to a Formatted Text (Space delimited) (\*.prn) file.
5. Select 'Save.'

NOTE: After this file has been created, you can either send the CDAD file to ETF via disk or by the FTP method of transmission.

DISK/FTP FORMATS: We can process disks in the following formats:

- 3.5 inches, double-sided, 1.44MB
- Compact discs

RECORDING MODE: ASCII standard code

RECORD LENGTH: 158 bytes per record, fixed length

FILE NAME: Use **CDAD** and the last seven digits of your EMPLOYER IDENTIFICATION NUMBER (EIN).

A file may consist of multiple disks as long as it complies with file name conventions.

If a file consists of more than one disk, the filename **CDAD1234000** will contain a three-digit numeric extension. This extension will indicate the sequence of the disks within the file. For example, the first disk will be named **CDAD1234000.001**, the second disk will be **CDAD1234000.002**, etc.

FILE CONTENT: File content must follow specific data format specifications as defined in this section. Deviations from the prescribed formats will not be acceptable. Files with unrecognized data or critical errors will **not** be processed, and disks will be returned for correction. If errors exist on the FTP file, ETF will contact you and request that you send a corrected FTP file. The file with the error will be deleted.

SUBMIT DATA FILES TO ETF BY MARCH 15, 2013:

- DISKS: Department of Employee Trust Funds  
Technical & Network Services Bureau  
P.O. Box 7931  
Madison, WI 53707-7931
- FTP: "ETF-Secure FTP SITE"  
Please follow the instructions you received when first approved for FTP transmittal. If your FTP connection has not been updated since mid-2011 or if you would like to be set up with FTP, please send a request to [CDADinfo@etf.wi.gov](mailto:CDADinfo@etf.wi.gov).  
Note: FTP is a different system than the Online Network for Employers (ONE). The ONE system is unable to accept CDAD files at this time.
- PAPER REPORTS: Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931

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or locally at (608) 264-7900

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