



# Employer *Bulletin*

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

## Employer Communication Center Relocation Plans

The Department of Employee Trust Funds (ETF) Employer Communication Center is relocating. The move, planned for December 27, 2007, may cause some delays in staff response to employer calls to the Employer Communication Center on that day. Most incoming calls will be transferred to a central voice-mail box on December 27. This voice-mail box will be monitored on a regular basis, and staff will make every effort to return your call as soon as possible. We expect to be fully operational on December 28.

The Employer Communication Center telephone numbers will not change:

Toll free: (888) 681-3952

Local Madison: (608) 264-7900

The fax number will also remain the same at (608) 266-5801.

All correspondence should be directed to:

Department of Employee Trust Funds

PO Box 7931

Madison WI 53707-7931

This change does not affect participants' ability to contact ETF using the Department's general information telephone numbers.

Employers with questions should call the telephone numbers listed above.

### **INSIDE**

\* Employer Communication Center Relocation Plans

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services, or employment. If you are speech, hearing or visually impaired and need assistance, call the Wisconsin Relay Service at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). We will try to find another way to get the information to you in a usable form.

This ***Employer Bulletin*** is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the Bulletin, or to the Division of Trust Finance and Employer Services (DTFES). Call John Vincent, DTFES administrator, at (608) 261-7942. Employer agents may copy this *Bulletin* for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available on our Internet site at the following URL: <http://etf.wi.gov/employers.htm>

Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.