



# Employer *Bulletin*

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

## Formatting Employee Addresses

The Department of Employee Trust Funds (ETF) appreciates your efforts to update employee addresses when creating and updating their Wisconsin Retirement System (WRS) accounts. Whenever it is necessary to provide addresses to ETF, either during periodic reporting or during annual tasks such as providing addresses for the *Annual WRS Statement of Benefits* distribution, we ask that you keep in mind the following hints. This information will save both you and ETF time and money by preventing returned mail and hours spent on address investigation.

In order to ensure that we all have the best information:

- Remind your employees that they must have a valid postal address. Therefore, it's best to provide a PO BOX when the mailing piece is not being sent to the street address.
- If your employee provides both a street address and a PO BOX, please give ETF only the information for the PO BOX.

Example: PO BOX 123  
SOMEWHERE WI 55555-0123

- If your employee lives in a building with more than one unit, it is very important to provide the apartment or unit number. People often forget to include this information if not prompted. If your employee has not provided an apartment number, you might try looking it up at the voter registration site under "Regular Voter" with the employee's first name, last name, and date of birth. <https://myvote.wi.gov/Home.aspx> Sometimes, apartment numbers include (or fail to include) both a letter and a number that might trigger a "unit number" error.
- Periodically ask your employees to update their address information. We often find that address information on file is old, and we only catch it when researching data entry errors.
- When entering addresses, please do not use periods or commas.

- If you need to determine whether a house number requires a cardinal direction (i.e., north, east, south, or west designation), here is a useful website:  
<http://www.melissadata.com/lookups/zipstreet.asp>.

Example: N1805 STRASSE RD  
SOMEWHERE WI 55555-0123

vs.

1805 STRASSE RD  
SOMEWHERE WI 55555-0123

- Some addresses have grid coordinates for house numbers. When entering such a number, please do not leave any spaces.

Example: N233W2354 OLD SCHOOL RD

- When entering addresses for ETF, there are strict character limits: 25 characters for the street address; 15 characters for the city name. If the line is too long, it will be truncated and the information will be lost, therefore it is sometimes necessary to make adjustments. You can verify that the abbreviated version is correct by entering the address into [https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input). Keep attempting different variants using the suggestions below until you once again see the note: "Here's the full address, using standard abbreviations and formatting..."

- Try deleting the final element of the street address, such as ST, RD, LN, etc.
- Try eliminating vowels, starting at the end of the line.

- Please also be sure to enter the street number and street name on the same line.

Example: 345 WEEK WAY  
SOMEWHERE WI 55555-5555

NOT: 345  
WEEK WAY  
SOMEWHERE WI 55555-5555

In the One Site:

Employee's Indicative Data			
Social Security Number:	<input type="text"/>		
First Name, Middle Initial:	<input type="text"/>	<input type="text"/>	
Last Name:	<input type="text"/>		
Address:	<input type="text" value="345 WEEK WAY"/>	<input type="text"/>	
City, State, Zip:	<input type="text" value="SOMEWHERE"/>	<input type="text" value="WI"/>	<input type="text" value="55555"/>

