



# Employer *Bulletin*

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

## ***Life Insurance Administration Manual (ET-1117) Revised***

The Department of Employee Trust Funds (ETF) has revised the *Life Insurance Administration Manual* (ET-1117). Please discard your old manual and refer to the enclosed 06/2008 revision. The manual can also be found on ETF's Internet site at <http://etf.wi.gov/employers.htm>. The following reflects some of the more notable revisions.

### **Chapter Number and Name:**

Contacting ETF

### **Contains Updated Information On:**

Provides ETF and Minnesota Life Insurance Company contact numbers, addresses, etc., specific for employer and employee use.

2 Employer Representative Responsibilities

Expanded explanation and updated examples on calculating imputed tax liability.

6 Application/Cancellation/Refusal

Revised *Life Insurance Application* (ET-2304) is included with updated instructions for completion.

7 Evidence of Insurability

Revised *Evidence of Insurability Application* (ET-2305) is included. The age 55 restriction for applying for coverage through evidence of insurability has been rescinded.

8 Amount of Insurance

Additional information on coverage when an employee is on a military leave of absence.

Appendix A

Statutory references have been updated.

Your copy of the *Life Insurance Administration Manual* is enclosed. The *Life Insurance Administration Manual* is your first-step resource when life insurance-related questions or concerns arise.

ETF encourages you to visit our Internet Site, <http://etf.wi.gov> to view and print any or all chapters of the *Life Insurance Administration Manual* online. In addition to administration manuals for the Wisconsin Retirement System and all ETF-administered benefit programs, our website includes Employer Bulletins, information on unfunded liabilities, eligibility criteria and a handy online order form feature.

Please contact the Employer Communication Center toll free at (888) 681-5801 or locally at (608) 264-7900 with questions regarding the content of this bulletin.

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>.

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