



# Employer *Bulletin*

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

## Electronic Distribution Option for the 2010 “It’s Your Choice” Booklets

The Department of Employee Trust Funds (ETF) is offering local entities the option of electronic distribution of the 2010 “*It’s Your Choice*” (IYC) booklets during the annual It’s Your Choice enrollment period. ETF has piloted electronic distribution on a voluntary basis with State agencies over the past two years, and the feedback has been very positive. In addition to reducing production and distribution costs, the electronic version of the booklet is environmentally friendly and the electronic format makes it easier for our members to search for information.

We realize that some employers may be concerned about implementing this change, particularly for those with employees that lack computer access. ETF will work with you to ensure that paper copies are available as needed.

We will provide more information, including a sample electronic distribution message to your employees in a future *Employer Bulletin*.

If you are interested in implementing electronic distribution this fall, please complete and return the attached form to ETF by June 3, 2009. Your response will allow ETF to determine the number of paper copies needed for the upcoming It’s Your Choice period, which is set for October 5 - 23, 2009.

If you do not want to make the full transition to electronic this year, you may still want to reduce the number of paper copies of the IYC booklets you receive this year. You can indicate this on the attached form, and ETF staff will contact you to discuss the details before booklet order deadlines.

If you do not wish to switch to electronic distribution, we would appreciate it if you could return the attached form with information about why you prefer paper copies and the traditional distribution method.

Please contact Gary Fox at (608) 266-6591 ([gary.fox@etf.state.wi.us](mailto:gary.fox@etf.state.wi.us)) or Brian Schroeder at (608) 266-7705 ([brian.schroeder@etf.state.wi.us](mailto:brian.schroeder@etf.state.wi.us)) to discuss any questions or concerns.

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**ELECTRONIC DISTRIBUTION OPTION FOR THE "IT'S YOUR CHOICE" BOOKLETS**

You must complete this form if you wish to electronically distribute the 2010 "It's Your Choice" booklets to your employees. Please return this form to the Department of Employee Trust Funds (ETF) no later than **June 3, 2009**.

Employer Name: \_\_\_\_\_

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

Name of Person completing this form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Check One:**

\_\_\_\_\_ WE ARE interested in electronic distribution of the 2010 "It's Your Choice" booklets. We agree to notify employees via e-mail prior to the beginning of the It's Your Choice enrollment period. We agree to provide instructions to employees for accessing the IYC booklet (with working links to ETFs Internet site). We will be able to provide documentation that all our employees either received e-mail notification or paper copies.

\_\_\_\_\_ Please contact us, we wish to reduce the quantity of paper copies of the IYC booklets needed for 2010.

\_\_\_\_\_ WE ARE NOT interested in electronic distribution of the 2010 "It's Your Choice" booklets this year (please provide an explanation).

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**Return form to:** Department of Employee Trust Funds  
Division of Insurance Administration  
Insurance Administration Bureau  
Fax: (608) 266-5801  
E-mail: gary.fox@etf.state.wi.us