



EMPLOYER BULLETIN

Employer Communication Center
(608) 264-7900 or toll free (888) 681-3952

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• **UPDATED INCOME CONTINUATION INSURANCE BOOKLETS (STATE AND LOCAL) TO BE MAILED**

Aetna, third party administrator for the Income Continuation Insurance (ICI) program, will mail a supply of the updated Income Continuation Insurance booklets to you in mid to late August for distribution to your ICI insured employees.

Ordering Additional ICI Booklets

After you receive your initial supply in August, you may order additional ICI booklets (state ET-2106 and local ET-2129) by completing the ICI Forms/Booklets Order Form available on ETF's Internet site at <http://etf.wi.gov> (also located in subchapter 110 of the ICI Administration Manual) and either:

- Fax the form to Aetna at (866) 667-1987, OR
- e form to ICILTDI@aetna.com

Should an emergency need for ICI booklets arise, call Aetna at (800) 960-0052 and provide the following information:

- Employer Name
- Four-digit employer identification number (EIN) starting with 69-036-
- Mailing Address
- Contact Name
- Contact Phone Number
- Booklet Name and Number
- Quantity Needed

Aetna will contact you to confirm receipt of the request for booklets and provide an estimated shipping date. Contact Aetna's Customer Service team at (800) 960-0052 if you do not receive the booklets within 10 business days of the estimated shipping date. Be prepared to provide the following information:

- Date the order was first placed and the estimated shipping date
- Employer name, EIN, and telephone number

If you have questions regarding this bulletin, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900. You may also send an e-mail from the Contact Us menu on our Internet site, <http://etf.wi.gov>.