



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 06/2008 revision. The manual is available 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:

Contains Updated Information On:

Contacting ETF	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 <i>Life Insurance Application</i> (ET-2304) is included with updated instructions for completion.
7 Evidence of Insurability	Revised <i>Evidence of Insurability Application</i> (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 The age 55 restriction for applying for coverage through evidence of insurability has been rescinded.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.

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

Please 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>.
