

DISTRIBUTION CODE/ADDRESS DATA (CDAD) SPECIFICATIONS FOR STATEMENT OF BENEFITS WISCONSIN RETIREMENT SYSTEM

NOTE: The Statements of Benefits will be delivered to you consistent with your selection of one of the four available options:

- Option A: Distribution Code Order
- Option B: Employee Home Address in ZIP Code Order
- Option C: Distribution Code Order and Home Address
- Option D: Alphabetical Order

Statements of Benefits for employees with no distribution code or address on file will be grouped in alphabetical order, by employee last name.

1. Specifications for Paper Reporting:

Employers submitting the CDAD report on paper must use the same information required for electronic reports, indicated under **Field Name** column below. A sample form (ET-9066) is attached with this bulletin.

2. Specifications for Electronic Reporting:

The file content of the CDAD report for employers submitting via File Transfer Protocol (FTP) or on a disk must follow the data format specifications indicated below.

A. Preferred Method: Create the data file using the indicated specific format

FIELD NAME	FIELD POSITION	LENGTH	TYPE*
Employer Number	1 – 7	7	Numeric
Employee Social Security Number	8 – 16	9	Numeric
Employee Name	17 – 46	30	Unspecified
Distribution Code	47 – 59	13	Unspecified
Address (line 1)	60 – 89	30	Unspecified
Address (line 2)	90 – 119	30	Unspecified
City	120 – 147	28	Unspecified
State	148 – 149	2	Unspecified
Zip	150 – 154	5	Numeric or blank
Zip Extension	155 – 158	4	Numeric or blank

- * **Numeric** = Field must be numeric.
Unspecified = Any combination of character allowed—alpha/numeric/blank.
Numeric or Blank = Field must be numeric or blank.

B. Alternative Method: Create CDAD data file using an Excel spreadsheet:

1. Set each column to the specified width identified in the chart. Note: Setting the columns to the specified width will produce the field length indicated in the chart when you save the file as a *.prn file;
2. Create a column for each field even if you do not intend to use it. Do not type the column heading (Column, Field Name, Etc...) on your spreadsheet. The first row on your spreadsheet should contain your first employee in the report.

Column	Field Name	Field Position	Length	Column Width	Cell Format
A	Employer Number	1 – 7	7	7.22	General
B	Employee SS #	8 – 16	9	9.22	General
C	Employee Name	17 – 46	30	30.22	General
D	Distribution Code	47 – 59	13	13.22	General
E	Address (line 1)	60 – 89	30	30.22	General
F	Address (line 2)	90 – 119	30	30.22	General
G	City	120 – 147	28	28.22	General
H	State	148 – 149	2	2.22	General
I	Zip	150 – 154	5	5.22	General
J	Zip Extension	155 – 158	4	4.22	General

Your file cannot be uploaded to our system if the above format is not followed.

NOTE: When entering your Employer Identification Number (EIN), you may need to format the cell to text, enter the information, and change the cell format back to general after you enter the EIN.

After all of the information has been entered, save the data by following the steps below:

1. Select 'File.'
2. Select 'Save as.'
3. Name your document CDADXXXXXXX; where x is the last seven digits of your EIN number. Example: For an EIN of 69-036-1234-000, the naming convention would be CDAD1234000. No other naming convention is acceptable.
4. Change the file type to a Formatted Text (Space delimited) (*.prn) file.
5. Select 'Save.'

NOTE: After this file has been created, you can either send the CDAD file to ETF via disk or by the FTP method of transmission.

DISK/FTP FORMATS: We can process disks in the following formats:

- 3.5 inches, double-sided, 1.44MB
- Compact discs

RECORDING MODE: ASCII standard code

RECORD LENGTH: 158 bytes per record, fixed length

FILE NAME: Use **CDAD** and the last seven digits of your EMPLOYER IDENTIFICATION NUMBER (EIN).

A file may consist of multiple disks as long as it complies with file name conventions.

If a file consists of more than one disk, the filename **CDAD**1234000 will contain a 3 digit numeric extension. This extension will indicate the sequence of the disks within the file. For example, the first disk will be named **CDAD**1234000.001, the second disk will be **CDAD**1234000.002, etc.

FILE CONTENT: File content must follow specific data format specifications as defined in this section. Deviations from the prescribed formats will not be acceptable. Files with unrecognized data or critical errors will not be processed and disks will be returned for correction. If errors exist on the FTP file, ETF will contact you and request that you send a corrected FTP file. The file with the error will be deleted.

SUBMIT DATA FILES TO ETF:

- **DISKS:** Department of Employee Trust Funds
Technical & Network Services Bureau
P.O. Box 7931
Madison, WI 53707-7931

- **FTP:** “ETF-Secure FTP SITE”
Please follow the instructions you received when first approved for FTP transmittal.
Note: FTP is a different system than the Online Network for Employers (ONE). The ONE system is unable to accept CDAD files at this time.

- **PAPER REPORTS:** Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

Questions should be directed to:

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