



Distribution Code/Address Data (CDAD) Specifications for the Wisconsin Retirement System *Statement of Benefits*

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-266-5801
etf.wi.gov

This form explains how to create and submit a Distribution Code/Address Data (CDAD) file. ETF uses the information submitted on this file to print addresses and distribution codes on your Wisconsin Retirement System Annual Statements of Benefits to help you distribute them to your active employees.

If address information is not submitted to ETF on either the annual report or on a CDAD file, the statement will be delivered to you with *only* employee names printed on them. *Note:* A CDAD file is not necessary if you have already included your employee's addresses on the Annual Reconciliation Report submitted to ETF.

You must submit a CDAD file if you require distribution codes to distribute the statements to your employees and you did not submit distribution codes on the annual report.

Note: CDAD reports can only be submitted via File Transfer Protocol (FTP). ETF can no longer accept CDAD reports on paper or CD.

Submit data files to ETF by March 6, 2020. See the next page for how to submit files.

Specifications for Electronic Reporting

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 characters 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	Text
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 the ETF system if the above format is not followed.

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 will send the CDAD file to ETF via FTP.

Submit data files to ETF by March 6,2020

FTP:

[ETF-Secure FTP SITE](#)

If you are unable to access the FTP site or if you would like to be set up with FTP, please send a request to CDADinfo@etf.wi.gov

Note: FTP is a different system than the applications in the ETF Web Applications for Employers page on [ETF's website](#). *These applications are unable to accept CDAD files.*

Direct questions to:

Employer Communications Center:
1-877-533-5020.
Email: CDADinfo@etf.wi.gov