



**Statement Sort Option Selection
for January 1, 2020
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

Please complete this form if you wish to *change* your current sort option for your January 1, 2020, *Statement of Benefits*. **If you do not return this form by the due date, ETF will use the same sort option used for the previous year to sort your employees' statements. Check only one option.** All statements for active employees will be delivered to you, and your sort option will determine the order in which they will be sorted.

Note: Distribution codes are codes that you designate to help sort your employees' statements when they are delivered in bulk. For example, distribution codes could signal "School A" or "School B," or list the individual employee's department. They are not required but can be very helpful when distributing the statements.

This form must be returned to ETF by February 28, 2020.

Note: State employers using the STAR system do not need to submit this form.

Employer Information	
Employer	EIN 69-036-
Name of person completing this form	
Telephone ()	Email

Statement Sort Option Selection	
<input type="checkbox"/> Option A	Distribution Code Order Statements will be sorted in a distribution code order specified by you and then alphabetically within the distribution code.
<input type="checkbox"/> Option B	Employee Home Address Statements will be sorted by employee home address in ZIP code order.
<input type="checkbox"/> Option C	Distribution Code Order with Home Address Printed Statements will be sorted in distribution code order, and then alphabetically within distribution code with employees' addresses printed on the statements.
<input type="checkbox"/> Option D	Alphabetical Order Statements will be sorted by employee last name in alphabetical order. Check one below: <input type="checkbox"/> Will report Distribution Code Data and/or Address Data <input type="checkbox"/> Will not submit Address or Distribution Code Data

If you have questions, contact the Employer Communications Center at 1-877-533-5020.

Return this selection form by February 28, 2020 to:

Email: CDADinfo@etf.wi.gov
Fax: 608-266-5801