



Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

Electronic Distribution Option for the 2009 *It's Your Choice* Booklets

The Department of Employee Trust Funds (ETF) is offering state agencies the *option* of electronic distribution of the 2009 *It's Your Choice* (IYC) booklets during the annual Dual-Choice enrollment period. Electronic distribution was approved for the University of Wisconsin System during 2008 Dual-Choice and was quite successful.

Note: Printed copies of the booklets will still be available for your new hires, employees who may not have access to a personal computer, and those who prefer printed copies.

Please complete and return the attached form to ETF by May 30, 2008. Your response will allow ETF to determine the number of paper copies needed for the upcoming Dual-Choice enrollment period, which is October 6-24, 2008.

If you want electronic distribution, this form indicates that you agree to:

- E-mail all employees prior to the onset of the Dual-Choice enrollment period, notifying them of the electronic distribution option;
- Provide all employees with instructions for accessing the IYC booklet during the 2009 Dual-Choice enrollment period; and
- Document that all your employees received the e-mail.

You may want to consider reducing the number of paper copies of the IYC booklets you receive this year. However, this is not a requirement if you first wish to try electronic distribution on a trial basis.

Complete the attached form indicating whether you are interested in electronic distribution of your 2009 IYC booklets and return to ETF by May 30, 2008. If you are interested in electronic distribution and want to reduce the number of paper copies of the IYC booklets you receive, please indicate, and ETF Staff will contact you prior to books being ordered.

Should you have questions on the topics included within this *Bulletin*, please contact the Employer Communication Center toll free at (888) 681-3952 or in Madison at (608) 264-7900.

ELECTRONIC DISTRIBUTION OPTION FOR THE "IT'S YOUR CHOICE" BOOKS

You must complete this form if you wish to electronically distribute the 2009 "It's Your Choice" booklets to your employees. Please return this form to the Department of Employee Trust Funds (ETF) no later than **May 30, 2008**.

Employer Name: _____

Employer Number: 69-036-_____

Name of Person completing this form: _____

Telephone Number: _____

E-mail: _____

Check One:

_____ WE ARE interested in electronic distribution of the 2009 "It's Your Choice" booklets. We agree to notify employees via e-mail prior to the beginning of the Dual-Choice enrollment period. We agree to provide instructions to employees for accessing the IYC booklet (with working links to the ETFs Internet site). We will be able to provide documentation that all of our employees either received e-mail notification or paper copies.

_____ Please contact us, we wish to reduce the quantity of paper copies of the IYC booklets needed for 2009.

_____ WE ARE NOT interested in electronic distribution of the 2009 "It's Your Choice" booklets this year.

Return form to: Department of Employee Trust Funds
Division of Trust Finance & Employer Services
Employer Communication and Reporting Bureau
Fax: (608) 266-5801
E-mail: etf.descomm@etf.state.wi.us

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>.