

USERRA Make-up Contributions Monthly Tracking Report

Employers should use this report to document monthly installments of employee and employer make-up contributions made in connection with an employee who returns from a military leave of absence and elects his or her rights under USERRA to pay back a percentage of the WRS employee-required contributions dating to the employee's leave. This form is not required if the total employee and employer contributions are paid in a lump sum and recorded on the remittance report in the month the employee returns.

Send this form each month that USERRA employee-required and employer-required make-up WRS contributions are submitted on line 4 (Other Payments) of the employer's monthly remittance report on the ONE Site.

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| Employee Name: | |
| Social Security Number: | ETF Member ID Number: |
| Employer Name: | |
| Employer Number: | |
| Person Submitting this Form: | |
| The _____ (month), 20____ monthly remittance report includes the following USERRA employee-required and matching employer-required make-up WRS contributions: Employee-Required _____ (amount) Employer-Required _____ (amount) (Include duty disability, previous service balance, and sick leave credit contributions if applicable. Please refer to your employee's USERRA estimate for instructions on calculating the employer-required total.) | |

Please submit this form to ETF via mail, fax or e-mail:

Employer Communications fax number: 608-267-3931

Email: etfweb@etf.state.wi.us

