



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

Wisconsin Department  
of Employee Trust Funds  
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Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

This form explains how to create and submit a Distribution Code/Address Data (CDAD) file. We use the information submitted on this file to print addresses and distribution codes on your WRS 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. *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.

*Please note:* We are no longer able to accept CDAD reports on paper or compact disc.

### Specifications for Electronic Reporting

The file content of the CDAD report for employers submitting via File Transfer Protocol (FTP) or 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 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 our 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 "CDADXXXXXX"; 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 **CDAD1234000** will contain a three-digit numeric extension. This extension will indicate the sequence of the disks within the file. For example, the first disk will be named **CDAD1234000.001**, the second disk will be **CDAD1234000.002**, 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 by March 10, 2017**

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. If your FTP connection has not been updated since mid-2011 or if you would like to be set up with FTP, please send a request to [CDADinfo@etf.wi.gov](mailto:CDADinfo@etf.wi.gov).

*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: Files must be submitted electronically. Paper reports will not be accepted.

Direct questions to: Employer Communications Center:  
1-877-533-5020 (toll free) or 608-266-3285 (local Madison)  
Email: [CDADinfo@etf.wi.gov](mailto:CDADinfo@etf.wi.gov)  
Fax: 608-267-3931

Employer & Contact Services Bureau  
Department of Employee Trust Funds  
P. O. Box 7931  
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