



**Statement Sort Option Selection
for January 1, 2017
Wisconsin Retirement System
Statement of Benefits**

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

Please complete this form to select a sort option for your January 1, 2017, *Statement of Benefits*. **Check only one option.** All statements for active employees will be delivered to you, and the choice you select on this form 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.

If you do not return form ET-9061 by the due date, the Department of Employee Trust Funds will use the same sort option you chose for the previous year. If you did not select an option code last year, ETF will automatically default to Option D, Alphabetical Order, to sort your employees' statements.

This form must be returned to ETF by February 24, 2017.

| 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 (toll free) or 608-266-3285 (local Madison).

Return this selection form by February 24, 2017 to:

Department of Employee Trust Funds
PO Box 7931
Madison, WI 53707-7931

Email: CDADinfo@etf.wi.gov
Fax: 608-267-3931