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| ETF_logo_large STATE OF WISCONSIN **Department of Employee Trust Funds** Robert J. Conlin SECRETARY  801 W Badger Road  PO Box 7931  Madison WI 53707-7931  1-877-533-5020 (toll free)  Fax (608) 267-4549  http://etf.wi.gov |  |  |

### CORRESPONDENCE MEMORANDUM

**TO: Wisconsin Retirement System (WRS) Participants**

**FROM: Wisconsin Department of Employee Trust Funds (ETF)**

**DATE: March 05, 2013**

**RE: Small Group Appointment Retirement Sessions**

**ATTENTION any employee considering retirement within the next 12 months or any employee within 1 year of minimum retirement age (age 50 for protective categories or age 55 for general or teacher categories):**

**The Department of Employee Trust Funds will be at UW-Whitewater’s University Center in Room 266 on Tuesday, March 19 to provide an overview of the retirement process and answer questions regarding your WRS retirement. Topics covered include but are not limited to: calculating a retirement pension, sorting through monthly annuity options, filling out retirement applications and beneficiary forms, possible annuity adjustments, life insurance and health insurance, returning to work, etc.**

**\*\*\* ENROLLMENT IS LIMITED. These are small group appointments; similar to an individual appointment in Madison with the same information, presented professionally but also informally to allow for audience participation. Though these sessions are not mandatory, many of our participants recommend them as being very beneficial and helpful in navigating through the retirement process.**

**Contact our office no later than Monday, March 11 if you wish to schedule an appointment for either the 10:00 am or 2:00 pm session on Tuesday, March 19.**

**\*\*\* You must already have a retirement estimate to schedule an appointment to attend this session. If you do not currently have a retirement estimate, you may order one when you schedule your appointment. Other dates and area locations are available if March 19 at UW-Whitewater is not convenient for you.**

**\*\*\* Ordering an estimate or scheduling an appointment does not require you to retire. This can be for informational purposes only if that is all you need.**

**CALL 877-533-5020 TOLL-FREE TO SCHEDULE**