



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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## ***CORRESPONDENCE MEMORANDUM***

**TO:** Wisconsin Retirement System (WRS) Participants  
**FROM:** Wisconsin Department of Employee Trust Funds (ETF)  
**DATE:** January 7, 2019 (memo publication date)  
**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 in Green Bay, at Northeast Technical College on February 4<sup>th</sup> and 5<sup>th</sup>, 2019 to provide an overview of the retirement process and answer questions regarding your WRS retirement. Topics covered include, but are not limited to: calculating your retirement pension, explanation of monthly annuity payment options, filling out retirement applications and beneficiary forms, future annuity adjustments, life insurance, health insurance, returning to work, etc.

ETF has tailored group appointment retirement sessions for members planning (or considering) retirement in the near future. These sessions are similar to an individual appointment in Madison, with the same information presented, as well as the opportunity for WRS members to ask questions of knowledgeable, experienced ETF staff.

**ENROLLMENT IS LIMITED.** These sessions tend to fill up quickly. If you wish to schedule an appointment for the 2:00pm session on February 4<sup>th</sup> or the 9:00am session on February 5<sup>th</sup>, please contact our office as soon as possible. Registration will close on Friday, January 18<sup>th</sup>.

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 throughout the year and other locations throughout the state are available if the Green Bay sessions on February 4<sup>th</sup> and 5<sup>th</sup> are 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**