



Address/Name/Gender Change

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

To make updates to the correct account, **please provide your date of birth, name, and your Social Security number or ETF ID.** Sign at the bottom of the page; unsigned forms will be rejected. If you are a representative signing on behalf of the member, the Department of Employee Trust Funds must have a copy of your approved power of attorney on file. ETF will not accept this form from any unauthorized third party.

1. Information About You	
Your name (first, middle, last)	Birth date (MM/DD/YYYY)
Your SSN or ETF ID	(For Beneficiaries only: original participant's SSN or ETF ID)

2. Address (You can also change your address by calling 1-877-533-5020 or send a secure email by going to the "Contact Us" section at etf.wi.gov.) Missing address information could result in undeliverable mail.	
Current or new mailing address (street address including apartment or P.O. Box)	
(City, State, ZIP code)	(Foreign country, if applicable)
<input type="checkbox"/> Check here if this is an address change and provide your previous address below.	<input type="checkbox"/> Effective immediately <input type="checkbox"/> Effective on (MM/DD/YYYY): _____ <i>Please submit within 30 days of your move.</i>
Previous mailing address (street address including apartment or P.O. Box)	
(City, State, ZIP code)	(Foreign country, if applicable)

3. Name Change (Leave this section blank if not applicable.)	
Change name from (first, middle, last)	
Change name to (first, middle, last)	

4. Change Your Gender On ETF's Records (Leave this section blank if not applicable.) No documentation is necessary. ETF systems are currently unable to process other gender identities.	
Change Gender to: <input type="checkbox"/> Male <input type="checkbox"/> Female	

5. Contact Information <input type="checkbox"/> Check here for ETF to remove the current phone number(s) on file.	
Primary phone number, including area code	Secondary phone number, including area code
Email address	

6. Authorization By signing, you authorize ETF to update your account with the information provided above.	
Your signature / authorized third party (required)	Today's date (MM/DD/YYYY)

Mail or fax the completed form to ETF.

