

Employee Forms (<http://www.bussvc.wisc.edu/ecbs/emp-forms-listing-page.pdf>)

The following chart contains direct links to the forms and publications you need.

Some documents on this site are in Adobe Acrobat PDF format. We recommend the most current version for viewing PDF documents.
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Accidental Death and Dismemberment (AD&D)		
Title	Form No.	Print/Order
Application	UWS1245	PDF
Application--Pilots	HRIS-B1247	PDF
Application History--Pilots	HRIS-B1248	PDF
Beneficiary Designation	UWS1245	PDF
Fact Sheet	UWS1246	PDF
Certificate/Booklet	UWS-B1250	PDF
Travel Assistance Summary	UWS1255	PDF

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Dental and Excess Medical (EPIC)		
Title	Form No.	Print/Order
Application	E11444	PDF
Affidavit for Insurance Purposes	UWS 93	PDF
Beneficiary Designation	None	PDF
Certificate/Booklet	E12061-0312	PDF

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Dental Insurance		
Title	Form No.	Print/Order
Application	OSER/UWS Application	PDF
HMO Booklet/Certificate	FP/CCD4736	PDF
Plan Summary	DNTB-8373b	PDF
PPO Booklet/Certificate	FP/BCBSD 4501	PDF
Provider Directory--HMO	STD-NEW/Ortho (Combo)	PDF
Provider Directory--PPO	HD-PPO/Ortho (Combo)	PDF
Supplemental Booklet/Certificate	FP/BCBSD 4501	PDF

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Disability--Wisconsin Retirement System		
Title	Form No.	Print/Order
Beneficiary Designation	ET-2320	PDF
Benefit Information Request/Estimate	ET-7301	PDF
Long Term Disability Insurance--Claim Filing Instructions	ET-5106	PDF
Sick Leave Election--Duty Disability, Long-Term Disability & Wisconsin Retirement System Disability	UW1456	PDF

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Domestic Partner Affidavit/Termination		
Title	Form No.	Print/Order
Domestic Partnership--Affidavit	UWS-50	PDF
Domestic Partnership--Termination	UWS-51	PDF

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EdVest		
Title	Form No.	Print/Order
Additional Investments	EDACBLD	PDF
Beneficiary Designation	WIBENE	PDF
Distribution Request	WIDIST	PDF
EdVest Enrollment Kit	None	Order
Home Address, Bank, Contribution Change	WIACR	PDF
Investment Change	WICHANG	PDF
Rollover	WIROLL	PDF
Successor Account (as Custodian) Owner Designation	WISUC	PDF

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Employee Reimbursement Accounts (ERA)		
Title	Form No.	Print/Order
Application	FBMC/WIS/0803)	PDF
Application for Change in Status	None	PDF
Application for Continuation	ET-1518	PDF
Application--Rapid Refund	None	PDF
Application--Standard Refund	FMBC/WISC/1203	PDF
Premium Conversion Waiver/Revocation of Waiver	ET-2340	PDF

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Health Insurance		
Title	Form No.	Print/Order
Application/Change Form	ET-2301	PDF
Application--Health Insurance During Military Leave	ET-2350	PDF
Affidavit for Insurance Purposes	UWS 93	PDF
It's Your Choice Booklet--Classified/Unclassified	ET-2107	PDF
It's Your Choice Booklet--Graduate Assistant	ET-2127	PDF
WPS Standard Plan Booklet/Certificate	ET-2112	PDF

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Income Continuation Insurance (ICI)		
Title	Form No.	Print/Order
Application	ET-2307	PDF
Application--Evidence of Insurability	ET-2308	PDF
Application--Sick Leave Usage at Time of Claim	UW1456	PDF
Income Continuation Insurance Certificate/Booklet	ET-2106	HTML

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Individual and Family Group Life Insurance		
Title	Form No.	Print/Order
Application	03-30539	PDF
Application - Conversion	03-30573	PDF
Application - Evidence of Insurability	03-30538	PDF
Beneficiary Designation	F53232	PDF
Individual and Family Insurance Booklet	F59114	PDF
Individual and Family Insurance Certificate	03-30541	PDF
Plan Summary	03-30540	PDF
Transfer of Ownership	F66318-2	PDF

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Leave Benefits		
Title	Form No.	Print/Order
Application--Building Trades Employee Vacation Option	UW1162	HTML
Application--Catastrophic Leave, Classified Donor	OSER-DCLR-14	PDF
Application--Catastrophic Leave, Classified Recipient	OSER-DCLR-12	PDF
Application--Catastrophic Leave, Unclassified Donor	None	Word
Application--Catastrophic Leave, Unclassified Recipient	None	Word
Application--Health Insurance During Military Leave	ET-2350	PDF
Classified Annual Leave Conversion Options (Non-Rep, WPEC Exempt, WSP Exempt, SEIU, SEA, PERSA Exempt)	UW1089	PDF
Classified Annual Leave Conversion Options (WEAC)	UW1205	PDF
Classified Annual Leave Conversion Options (WLEA, WSEU, WPEC Non-Exempt, WSP Non-Exempt, and PERSA Non-Exempt)	UW1205	PDF
Leave--Family Medical Leave Certification	FMLA	PDF
Leave--Intent to Donate Bone Marrow or a Human Organ	UW1259	HTML
Leave--Unclassified Leave Employee Report	UW1538	PDF
Sick Leave - Conversion at Layoff Request	UWS40	PDF
Sick Leave - Escrow Application	ET-4305	PDF
Sick Leave - Restoration of Leave Application	UW1139	Word
Unclassified Leave Accounting Request	UW1397	HTML

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Long Term Care Insurance (LTC)		
Title	Form No.	Print/Order
Long Term Care Booklet	None	HTML

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Pre-Tax Transportation		
Title	Form No.	Print/Order
Commuter Benefits - Enrollment/Change	None	PDF
Commuter Benefits - Request for Reimbursement	F BMC/CBPWISC/0 902	PDF
Parking - Cancellation	None	PDF
Parking - Enrollment	None	HTML
Parking - Waiver	UW1079	PDF
Vanpool - Enrollment/Change	None	Online Enrollment

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Savings Bonds		
Title	Form No.	Print/Order
Authorization for Purchase and Request for Change-Series I	SB-2253 E	PDF
Authorization for Purchase and Request for Change-Series EE	SB-2152 E	PDF

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State Group Life Insurance		
Title	Form No.	Print/Order
Application	ET-2304	PDF
Application--Evidence of Insurability	ET-2305	PDF
Application--Conversion	ET-2306	PDF
Beneficiary Designation	ET-2320	PDF
State Group Life Insurance Program--Certificate/Booklet	ET-2101	PDF

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Tax Sheltered Annuities (TSA)		
Title	Form No.	Print/Order
Beneficiary Designation--find appropriate TSA vendor	None	PDF
Salary Reduction Agreement	HRIS-B3231	PDF

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UW Employees, Inc. Life Insurance		
Title	Form No.	Print/Order
Application	GA-1314	PDF
Application--Conversion	None	PDF
Application--Evidence of Insurability	GA-1129	PDF
Beneficiary Designation	GA-562	PDF
UW Employees, Inc. Insurance Certificate/Booklet	UW/GIC/05	PDF
Plan Summary	GA-1117	PDF

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University Insurance Association Life Insurance (UIA)		
Title	Form No.	Print/Order
Application - Conversion	EdF 68525	PDF
Beneficiary Designation	F. 59786	PDF
Living Benefit	F. 45067	PDF
Transfer of Ownership	F66318-2	PDF
UIA Certificate/Booklet	03-30564	PDF

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Vision Benefits		
Title	Form No.	Print/Order
Application	EF4t	PDF
OptumHealth Vision Summary	N/A	PDF

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Wisconsin Deferred Compensation (WDC)		
Title	Form No.	Print/Order
Application - Participant Enrollment Form	NA	www.wdc457.org or call the Madison Office at 877-457-9327, Option 2
Application--Withdrawal	NA	Call the Madison Office at 877-457-9327, Option 2
Beneficiary Designation	NA	Change your beneficiary on line by logging into your WDC account at www.wdc457.org or call the Madison Office at 877-457-9327, option 2 to obtain the form via mail or email
Catch-Up Election	NA	Call the Madison Office at 877-457-9327, Option 2
Fact Sheet	NA	www.wdc457.org
Investment Performance		www.wdc457.org
Participation Agreement	NA	https://wisconsin.qwrs.com/static/Wisconsin/pdf/planhighlights.pdf
Payment Estimate	NA	Call the Madison Office at 877-457-9327, Option 2

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Wisconsin Retirement System (WRS)		
Title	Form No.	Print/Order
Additional Contribution Election	UW1069	PDF
Additional Contributions	ET-2123	PDF
Additional Contributions-Maximum Voluntary Contributions Worksheet	ET-2566	PDF
Beneficiary Designation	ET-2320	PDF
Benefit Information Request/Estimate	ET-7301	PDF
Buying Creditable Service	ET-4121	HTML
Calculating Your Retirement Benefits	ET-4107	HTML
Choosing an Annuity Option	ET-4117	HTML
Death Benefits	ET-6101	HTML
Disability Benefits	ET-5102	PDF
Divorce--How Divorce Can Affect Your WRS Benefits	ET-4925	PDF
Divorce--Qualified Domestic Relations Order	ET-4926	PDF
Group Health Insurance Book for Retirees	ET-4112	HTML
Group Life Ins. After You Terminate Employment	ET-4104	HTML
Income Tax Withholding Election for Retirees	ET-4310	PDF
Information for Retirees	ET-4116	HTML
Military Service Credit	ET-4122	HTML
Rehired Annuitant Election	ET-2319	PDF
Separation Benefits	ET-3101	PDF
Tax Liability on WRS Benefits	ET-4125	HTML
Variable--Election to Cancel Variable Participation	ET-2313	PDF
Variable--Election to Participate in the Variable Trust Fund	ET-2356	PDF
Variable--How Participation Affects Your WRS Benefits	ET-4930	PDF
Your Benefit Handbook	ET-2119	HTML

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Workers Compensation		
Title	Form No.	Print/Order
Employer's First Report of Injury or Illness	WKC-12	PDF
Medical Records Release	WKC-9488	PDF
Employee's Work Injury or Illness Report	OSLP-1	PDF
Supervisor's Accident Analysis and Prevention Report	WKC-SUP	PDF
WC Timesheet	UW1059	Excel

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Payroll		
Title	Form No.	Print/Order
Direct Deposit Authorization	UW1032	PDF
Employee Campus/Home Address Change--Printable	UW1035	PDF
Employee's Withholding Allowance Certificate - <i>Federal</i>	W4 (UW1389)	PDF

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Taxes		
Title	Form No.	Print/Order
Domestic Taxes		
Earned Income Credit - <i>Federal</i>	W-5	PDF
Employee's Withholding Agreement - <i>Wisconsin</i>	WT-4A	PDF
Employee's Withholding Allowance Certificate	W4 (UW1389)	PDF
Statement of Minnesota Residency - <i>Wisconsin 2009</i>	W-222	PDF
Working Families Tax Exemption - <i>Wisconsin</i>	WT-4B	PDF
International Taxes		
Alien Tax Information Request UW1123	UW1123	PDF
Federal Form 8233	IRS-8233	PDF
Federal Form 8233 Instructions	IRS-8233 Instr	PDF
International Tax Packet	UW1469	PDF
Revenue Procedure Statement 87-8	UW1462	PDF
Revenue Procedure Statement 87-9	UW1463	PDF
Tax Treaty Table	UW1339	PDF
W-8BEN	UW1252	PDF
W-9	W-9	PDF

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