

 **CME Group** | Advisory Notice

12-523

TO: Back Office Managers/BPS Users  
FROM: Clearing House Department  
SUBJECT: Distribution of 1099 Statements

**On Thursday, January 17, 2013 the CME will distribute 1099 Statements to all member firms. Firms have the option to pick the statements up or have the CME Group Document Processing Center mail these on their behalf.**

**PICKING YOUR 2012 1099 STATEMENTS UP:**

The statements will be available for pickup at **The DPC Customer Service Window located on the 2<sup>ND</sup> floor South Tower of the CME Center at 20 S Wacker, Chicago IL, 60606** between the hours of **9:00 a.m. and 4:00 p.m.**

For security purposes we ask that each firm's Back Office Manager obtain an Officers signature to pre-register the individual who will be picking up the 1099 Statements. The attached form should be completed and faxed to the CME Clearing House by January 17, 2013. Additionally, we are requiring that individuals picking up 1099 Statements display their CME Group ID cards.

**MAILING YOUR 2012 1099 STATEMENTS:**

Please be aware that the creation of the 2012 1099 statements will be in a format which will require special envelopes. Firms have a choice to either distribute the 1099's to the brokers or have CME Group Document Processing Center complete this for a fee. The cost of this service is \$0.25 per envelope plus postage, subject to a minimum charge of \$5.00 or you can purchase the envelopes 24 @ \$4.00. If firms elect DPC to mail the statements, firm copies can be mailed to the firm's clearing house or available for pick up.

Please e-mail [betty.hanning@cmegroup.com](mailto:betty.hanning@cmegroup.com) or [ronald.burton@cmegroup.com](mailto:ronald.burton@cmegroup.com) for either of the services offered and they will forward a service request form for you to complete. Arrangements for these services must be made by January 25, 2013. Questions can be directed to Betty Hanning at 312-930-3450 or Ron Burton at 312-930-3451.

**PLEASE PRE-REGISTER THOSE INDIVIDUALS AUTHORIZED TO PICK UP 1099's.**

*Note: Individuals not pre-registered will not be given 1099 reports*

**The deadline for retrieving these reports is Thursday January 31, 2013**

If you have any questions concerning 1099 processing, please contact the CME Clearing House at (312) 207- 2525 or email to [ccs@cmegroup.com](mailto:ccs@cmegroup.com). Thank you.

***1099 STATEMENT PICKUP REGISTRATION***  
**2012 TAX YEAR**

**Please print the following:**

FIRM NAME \_\_\_\_\_ FIRM NUMBER \_\_\_\_\_

OFFICER'S NAME \_\_\_\_\_

OFFICER'S PHONE NUMBER \_\_\_\_\_

OFFICER'S SIGNATURE \_\_\_\_\_

We will send one of the following representatives with their valid CME Group ID card to pick-up our 1099 Statements from the CME Group on Thursday, January 17, 2013:

REPRESENTATIVE'S NAME: \_\_\_\_\_  
(Please Print)

ALTERNATE'S NAME: \_\_\_\_\_  
(Please Print)

**Please fax this form to:**

**CME Group Document Processing Center**  
**Fax: (312) 446-4410**