

 **CME Group** | Advisory Notice

15-421

TO: Back Office Managers/BPS Users
FROM: Clearing House Department
DATE: December 14, 2015
SUBJECT: Distribution of 1099 Statements

On Friday, January 15, 2016 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 UP YOUR 2015 1099 STATEMENTS:

The statements will be available for pickup at **The DPC Customer Service Window located on the 2ND 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 Officer's 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 15, 2016. Additionally, we are requiring that individuals picking up 1099 Statements display their CME Group ID cards.

MAILING YOUR 2015 1099 STATEMENTS:

Please be aware that the creation of the 2015 1099 statements will be in a format which will require special envelopes. Firms have a choice to either distribute the 1099s to the brokers or have CME Group Document Processing Center complete this for a fee. The cost of this service is \$0.30 per envelope plus postage, subject to a minimum charge of \$5.00, or you can purchase the envelopes only for self-mailing at 24 for \$5.00. 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 ronald.burton@cmegroup.com for either of the services offered and he will forward a service request form for you to complete. Arrangements for these services must be made by January 15, 2016. Questions can be directed to Ron Burton at 312-930-3451.

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

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

The deadline for retrieving these reports is FRIDAY January 29, 2016

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

1099 STATEMENT PICKUP REGISTRATION
2015 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 Friday, January 15, 2016:

REPRESENTATIVE'S NAME: _____
(Please Print)

ALTERNATE'S NAME: _____
(Please Print)

Please fax this form to:

CME Group Document Processing Center
Fax: (312) 466-4410