

**Program  
Letter**

**United States  
Railroad Retirement Board  
Office of Programs**



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**Quality Reporting Service Center**

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Letter No. 04-03

Date: December 23, 2003

TO: Employers with No Compensated Employees

In reply refer to BA 8056

SUBJECT: Annual Service and Compensation Reports/  
Change in Employer Status under the RRA and RUIA

Dear Contact Official:

This letter is a reminder your reporting obligations under 20 CFR Part 209 of the Railroad Retirement Board's regulations. It is being sent to you because your company reported to the Board that it had no compensated employees during calendar year(s) 2001 and/or 2002.

Section 209.8 of the Board's regulations provides that every employer covered by the Railroad Retirement and Railroad Unemployment Insurance Acts is required by law to submit an annual report of the creditable service and compensation (including a report that there is no compensation or service to report) for each employee who performed compensated service in the preceding calendar year. In addition, Section 209.5 states that each employer has a duty to notify the Board promptly in the event changes occur that might affect the employer's coverage status under the Acts. If any changes have occurred that may affect your employer coverage status, please advise the Quality Reporting Service Center at the above e-mail address, fax, or telephone number. The types of changes to be reported include any change in operations, ownership or control of the employer.

We have found that sometimes a "zero" report of service and compensation indicates that there has been a change within the organization. Please return this letter to the RRB within 30 days from the above date and indicate, on the bottom, whether or not a reportable change has occurred at your company or whether your compensated employees are being reported by another entity. If you have any questions, please call me at (312) 751-4968 or call the Quality Reporting Service Center at (312) 751-4992.

Sincerely,

Wayne J. Scharnak  
Chief of Compensation and Employer Services