

Program Letter

United States Railroad Retirement Board Office of Programs



Quality Reporting Service Center

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Date: December 18, 2007

TO: Certification and Registration Contact Officials

SUBJECT: Employer Test Files and the Employer Reporting Program on CD-Rom

RRB-developed Reporting Software on CD-ROM

As of January 1, 2008, the Railroad Retirement Board's (RRB) PC Reporting Program which we distributed on CD-ROM (using Paradox) will be obsolete. We are currently revising the program to update the current forms in the expanded formats. We also added Form BA-9, Report of Separation Allowance or Severance Pay to the program. You will be able to create and file the following forms using the program:

- **Form BA-3, Annual Report of Creditable Compensation**
- **Form BA-4, Report of Creditable Compensation Adjustments**
- **Form BA-6a, Form BA-6 Address Report**
- **Form BA-9, Report of Separation Allowance or Severance Pay; and**
- **Form BA-11, Report of Gross Earnings.**

Form BA-10, Report of Miscellaneous Compensation and Sick Pay, has been eliminated. The data that was previously reported on that form will now be reported on Forms BA-3 and BA-4.

The program will be ready for distribution before the end of the year. We plan to allow employers to download the program from the RRB website, so we will send you the sign-up information via e-mail or regular mail when it is available. Be sure your e-mail information on file with the RRB is up to date. We strongly encourage all employers who previously used this program and who file paper reports to begin using this updated version when you file your 2007 annual reports which will be due by February 29, 2008.

Test File Submissions Prior to January 2008

Annual reports for 2007 service and compensation must be reported using the new formats and revised forms effective January 2008. **Compliance with the new file formats is mandatory.** You previously received Program Letters No. 05-03, 05-06, 06-03 and 07-01, dated December

10, 2005, March 29, 2005, December 22, 2005 and November 3, 2006 respectively, referring to the future changes in the forms listed above.

If you have not already sent us a test file there is still time. Label the file "TEST FILE" and use 2006 as the report year. Send all test files to the Railroad Retirement Board, 844 North Rush, Attn: QRSC, Chicago, IL. 60611. We will review the test file upon receipt and advise the contact person if it is formatted correctly and passes basic edits. This will help you to avoid possible problems and/or delays with your 2007 annual reports which are due by February 29, 2008.

If you have questions or require assistance, please contact a Compensation Reporting Specialist at the telephone number or e-mail address listed above.