Form BA-9, Report of Separation Allowance and Severance Pay

Data Position		Data Description and Format
OLD	**NEW**	
1	1	Constant "L".
2-3	2-5	**Four digit** applicable tax year.
4	6	Code "4" for increase Code "M" for decrease
5-8	7-10	Four-digit employer number
9-17	11-19	Employee's social security number.
18-22	20-39	First **20 letters** of the employee's surname.
23-24	40-54 55	**First Name** Middle Initial
25	56	Blank.
26-32	57-64	An **eight-digit** separation allowance amount. Do not use a decimal place. The format is **$$$$$$cc**
33	65	Code 1 for an initial report. Code 2 for an adjustment report. Code 3 for a periodic payment - not the final payment. Code 4 for a periodic payment - final payment.
34-39	66-73	Date employee relinquished employment rights. Format is **MMDDCCYY**.
40	74	Blank.
41-47	75-82	**Eight-digit** compensation amount. Format is **$$$$$$cc**
48-49	83-86	F**our digit** applicable creditable year.
50-55	87-92	Total gross amount of separation allowance; in whole dollars, $$$$$$$.
56	93	Blank
57-63	94-100	Last rate of pay; format includes a floating decimal place
64	101	pay rate codes: 1 = per hour; 2 = per day/100 (or 150) miles: 3 = per week; 4 = per month.
65	102	work week codes: 5 = five-day wk; 6 = six-day wk 7 = seven-day wk; 8 = T&E; 9 = dining car
66-80	103-120	Blank.