

Form BA-11, Gross Earnings Annual Report of Annual Earnings

<u>Tape Position</u>		<u>Data and Instructions</u>
<u>OLD</u>	<u>NEW</u>	
1-2	1-2	"40"
3-4	3-6	<u>Year</u> being reported. Format is CCYY.
5-8	7-10	Four-digit employer identification number assigned by the Railroad Retirement Board.
9-17	11-19	Employee's social security account number.
18-22	20-39	Employee's surname. Eliminate the spaces in such names as O'Grady or De LaCross (e.g., Ogrady, Delacross).
23-24	40-54 55	Employee's first name. Middle initial
25-33	56-64	Annual Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary.
34-80	65-120	Leave blank or zero-fill.

Form BA-11, Gross Earnings Annual Report of Quarterly Earnings

<u>Tape Position</u>		<u>Data and Instructions</u>
<u>OLD</u>	<u>NEW</u>	
1-2	1-2	"39"
3-4	3-6	<u>Year</u> being reported. Format is CCYY.
5-8	7-10	Four-digit employer identification number assigned by the Railroad Retirement Board.
9-17	11-19	Employee's social security account number.
18-22	20-39	Employee's surname. Eliminate the spaces in such names as O'Grady or De LaCross (e.g., Ogrady, Delacross).
23-24	40-54 55	Employee's first name. Middle initial
25-33	56-64	First Quarter Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for first quarter, leave positions 56-64 blank or zero-fill.
34-42	65-73	Second Quarter Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for second quarter, leave positions 65-73 blank or zero-fill.
43-51	74-82	Third Quarter Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for third quarter, leave positions 74-82 blank or zero-fill.
52-60	83-91	Fourth Quarter Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for fourth quarter, leave positions 83-91 blank or zero-fill.
61-80	92-120	Leave blank or zero-fill.

Effective January 2008

Form BA-11, Gross Earnings Annual Report of Monthly Earnings

Two 120 position tape records must be keyed whether or not both records have earnings. (Where one record does not contain money fields, positions 1-55 must be keyed.)

Record No. 1 - January through June

<u>Tape Position</u>		<u>Data and Instructions</u>
<u>OLD</u>	<u>NEW</u>	
1-2	1-2	"28"
3-4	3-6	<u>Year</u> being reported. Format is CCYY.
5-8	7-10	Four-digit employer identification number assigned by the Railroad Retirement Board.
9-17	11-19	Employee's social security account number.
18-22	20-39	Employee's surname. Eliminate the spaces in such names as O'Grady or De LaCross (e.g., Ogrady, Delacross).
23-24	40-54 55	Employee's first name. Middle initial
25-33	56-64	January Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for January, leave positions 56-64 blank or zero-fill.
34-42	65-73	February Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for February, leave positions 65-73 blank or zero-fill.
43-51	74-82	March Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for March, leave positions 74-82 blank or zero-fill.
52-60	83-91	April Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for April, leave positions 83-91 blank or zero-fill.
61-69	92-100	May Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for May, leave positions 92-100 blank or zero-fill.
70-78	101-109	June Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for June, leave positions 101-109 blank or zero-fill.
79-80	110-120	Leave blank or zero-fill.

Form BA-11, Gross Earnings Annual Report of Monthly Earnings (cont.)

Two 120 position tape records must be keyed whether or not both records have earnings. (Where one record does not contain money fields, positions 1-55 must be keyed.)

Record No. 2 - July through December

<u>Tape Position</u>		<u>Data and Instructions</u>
<u>OLD</u>	<u>NEW</u>	
1-2	1-2	"29"
3-4	3-6	<u>Year</u> being reported. Format is CCYY.
5-8	7-10	Four-digit employer identification number assigned by the Railroad Retirement Board.
9-17	11-19	Employee's social security account number.
18-22	20-39	Employee's surname. Eliminate the spaces in such names as O'Grady or De LaCross (e.g., Ogrady, Delacross).
23-24	40-54 55	Employee's first name. Middle initial
25-33	56-64	July Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for January, leave positions 56-64 blank or zero-fill.
34-42	65-73	August Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for February, leave positions 65-73 blank or zero-fill.
43-51	74-82	September Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for March, leave positions 74-82 blank or zero-fill.
52-60	83-91	October Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for April, leave positions 83-91 blank or zero-fill.
61-69	92-100	November Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for May, leave positions 92-100 blank or zero-fill.
70-78	101-109	December Amount - 9 positions (\$\$\$\$\$\$cc), preceded by zero(s) if necessary. If there are no earnings for June, leave positions 101-109 blank or zero-fill.
79-80	110-120	Leave blank or zero-fill.