

Program Letter

United States
Railroad Retirement
Board
Office of Programs



Quality Reporting Service Center

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Letter No. 04-02

Date: December 2, 2003

TO: Certification and Registration Contact Officials with Internet access

SUBJECT: Internet Site for Employer Reporting will be available December 8

Please share this information with all staff who file Forms BA-4, Report of Creditable Compensation Adjustments and BA-6a, Form BA-6 Address Report.

Help us eliminate paper. If you have Internet access and do not currently file the BA-4 or BA-6a on tape or disk, apply for access to the RRB Internet site now. If you file forms on the Internet, there is no need to file paper forms.

Overview

The RRB has been developing an Internet site specifically for employers to replace information currently filed on paper forms. The site is called the Employer Reporting System (ERS) and currently includes three forms (Form BA-4, *Report of Compensation Adjustments*, Form BA-6a, *BA-6 Address Report*, and Form GL-129a, *Record of Employer Determination on Employee Protest*) and one report (BA-4 Summary Report.) Some of your fellow employers were testing the site earlier this year and their comments were very favorable. If you choose to file Forms BA-4 and/or BA-6a on the Internet, we are sure that you also will be favorably impressed.

Highlights of the site

Access to ERS is roles-based which means that each user's access is tailored to the role, or work, they do at their company. Access levels are assigned by the company. Therefore the employer retains control over what forms their employees can view and submit.

When you create Form BA-4 for an individual, the form is prefilled with the service and compensation data on record at the RRB for that individual and year. As you enter an adjustment, the screen will calculate and display the new total. This should improve the accuracy of the adjustments because you can see the result before you file the form.

Form BA-4 also includes a Summary Report intended for use in validating your taxes. The form accumulates the BA-4 compensation by processing date and creates monthly and yearly totals. In 2004, quarterly totals will also be available.

Form GL-129a is linked to the Internet BA-4 which will be prefilled based on your response to the GL-129a. This saves time and improves accuracy.

If applicable, the RRB can send Form BA-6a to an employer as a request for a missing address and the employer can respond on line.

Instructions

This letter provides general information. Detailed instructions covering Internet access and reporting are in a new Part IX of the Reporting Instructions to Employers. To access the instructions go to <http://www.rrb.gov/employer.html>. Select "Rail Employers" or "Labor Employers," then select "Reporting Instructions."

How to apply for access

To apply for access, file Form BA-12, *Application for Employer Reporting Internet Access*. Complete all sections of the form except Section D, read the *Access and Security Guidelines*, and sign the certification. Have your supervisor or manager complete Section D. Enclosed are copies of Form BA-12 as well as the *Access and Security Guidelines*, and an explanation of access levels. The form must be signed by an official of the company who has signature authority to sign RRB forms. The head of the company and those persons designated on Form G-117A "Designation of Contact Official" are assumed to have signature authority.

Form BA-12 cannot be completed or filed on the web site. To deter fraudulent use of the site, the application must include original signatures (no reproductions) and be transmitted by US Mail or express mail carrier. For security reasons, facsimiles are not acceptable. Within three to five days of receipt of an acceptable application, the RRB will mail your user ID and password along with instructions for accessing the site.

Questions?

If you have questions or want more information, contact:

System Administrator (312)751-4833, or
Quality Reporting Service Center (312)751-4992, or

Send e-mail questions or comments to webcomments@rrb.gov.

Enclosures:

BA-12, Application for Employer Reporting Internet Access
Security Guidelines
Explanation of Access Levels