



**Appendix I  
Employer Reporting Instructions  
Effective 01-2008**

U.S. Railroad Retirement Board Phone: (312) 751- 7139  
844 North Rush Street TTY: (312) 751- 7401  
Chicago IL, 60611-2092 Web: [www.rrb.gov](http://www.rrb.gov)

**Electronic File Format for Form BA-11, Gross Earnings Annual Report of Monthly Earnings**

The information contained in this report, which is required by law under Section 7(b)(6) of the Railroad Retirement Act, is required for computation of the Financial Interchange with the Social Security Administration and the Centers for Medicare & Medicaid Services, and is authorized for collection under OMB control number 3220-0132. This report is due at the Railroad Retirement Board by no later than the last day of February. Failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.

We estimate the electronic version of this form, transmitted by FTP, takes an average of 5 hours per response to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form. We estimate the secure e-mail version of this form takes an average of 30 minutes to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form.

This exhibit shows format for submission of gross earnings reports on magnetic media. For information about the data to be entered, refer to Part V, Chapter 7.

Reports submitted on magnetic media are to be accompanied by a Form G-440, "Report Specifications Sheet". Indicate the type of report (Gross Earnings). Specify in the "Remarks" block the format used, i.e., "Gross Earnings Annual Report of Monthly Earnings, 20XX," "Gross Earnings Annual Report of Quarterly Earnings, 20XX," or "Gross Earnings Annual Report of Annual Earnings, 20XX." All records are 120 characters in length, unblocked.

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 have data.)

Gross Earnings Annual Report of Monthly Earnings	
Record No. 1 - January through June	
Tape Position	Data and Instructions
1-2	"28"
3-6	Year being reported. (CCYY)
7-10	Four-digit employer identification number assigned by the Railroad Retirement Board.
11-19	Employee's social security account number.
20-39	Employee's surname. Spaces in such names as O'Grady or De LaCross are acceptable.
40-54	Employee's first name.
55	Middle initial.
56-64	January Amount - 9 positions (\$\$\$\$\$\$¢¢), preceded by zero(s) if necessary. If there are no earnings for January, leave positions 56-64 blank or zero-fill.
65-73	February Amount - 9 positions (\$\$\$\$\$\$¢¢), preceded by zero(s) if necessary. If there are no earnings for February, leave positions 65-73 blank or zero-fill.
74-82	March Amount - 9 positions (\$\$\$\$\$\$¢¢), preceded by zero(s) if necessary. If there are no earnings for March, leave positions 74-82 blank or zero-fill.
83-91	April Amount - 9 positions (\$\$\$\$\$\$¢¢), preceded by zero(s) if necessary. If there are no earnings for April, leave positions 83-91 blank or zero-fill.



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Gross Earnings Annual Report of Monthly Earnings	
Record No. 1 - January through June	
Tape Position	Data and Instructions
92-100	May Amount - 9 positions (\$\$\$\$\$\$ <i>cc</i> ), preceded by zero(s) if necessary. If there are no earnings for May, leave positions 92-100 blank or zero-fill.
101-109	June Amount - 9 positions (\$\$\$\$\$\$ <i>cc</i> ), preceded by zero(s) if necessary. If there are no earnings for June, leave positions 101-109 blank or zero-fill.
110-120	Leave blank or zero-fill.



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<b>Gross Earnings Annual Report of Monthly Earnings</b>	
<b>Record No. 2 - July through December</b>	
<b>Tape Position</b>	<b>Data and Instructions</b>
1-2	"29"
3-6	Year being reported. (CCYY)
7-10	Four-digit employer identification number assigned by the Railroad Retirement Board.
11-19	Employee's social security account number.
20-39	Employee's surname. Spaces in such names as O'Grady or De LaCross are acceptable.
40-54	Employee's first name.
55	Middle initial.
56-64	July Amount - 9 positions (\$\$\$\$\$\$¢), preceded by zero(s) if necessary. If there are no earnings for July, leave positions 56-64 blank or zero-fill.
65-73	August Amount - 9 positions (\$\$\$\$\$\$¢), preceded by zero(s) if necessary. If there are no earnings for August, leave positions 65-73 blank or zero-fill.
74-82	September Amount - 9 positions (\$\$\$\$\$\$¢), preceded by zero(s) if necessary. If there are no earnings for September, leave positions 74-82 blank or zero-fill.
83-91	October Amount - 9 positions (\$\$\$\$\$\$¢), preceded by zero(s) if necessary. If there are no earnings for October, leave positions 83-91 blank or zero-fill.
92-100	November Amount - 9 positions (\$\$\$\$\$\$¢), preceded by zero(s) if necessary. If there are no earnings for November, leave positions 92-100 blank or zero-fill.
101-109	December Amount - 9 positions (\$\$\$\$\$\$¢), preceded by zero(s) if necessary. If there are no earnings for December, leave positions 101-109 blank or zero-fill.
110-120	Leave blank or zero-fill.

**Paperwork Reduction Act (PRA) Notice**

Federal agencies may not conduct or sponsor, and respondents are not required to respond to, any collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimates or any other aspect of these forms, including suggestions for reducing completion time, to

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Chicago, IL 60611-2092  
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