



**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-3 Sub-Total Record**

The information contained in this report, which is required by law under Section 9 of the Railroad Retirement Act (RRA) and Section 6 of the Railroad Unemployment Insurance Act (RUIA), is needed to pay RRA and RUIA benefits and is authorized for collection under OMB control number 3220-0008.

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 e-mail or FTP, takes an average of 46.25 hours per response to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form.

Sub-total records are optional. Sub-totals of money amounts may be shown for every 2000 or fewer records.

<b>Form BA-3 Sub-Total Record Format</b>		
<b>Field Length</b>	<b>Tape Positions</b>	<b>Data and Instructions</b>
10	1-10	"8888888888" (10 eights-type of record code).
5	11-15	"SUBTO"
7	16-22	A sub-total item count for that particular sub-division of the report.
13	23-35	A sub-total of creditable RUIA I creditable compensation for that particular sub-division of the report.
13	36-48	A sub-total of creditable RUIA II maximum benefit compensation for that particular sub-division of the report.
13	49-61	A sub-total of creditable Tier I RRA compensation for that particular sub- division of the report.
13	62-74	A sub-total of creditable Tier II RRA compensation for that particular sub-division of the report.
13	75-87	A sub-total of creditable Miscellaneous compensation for that particular sub- division of the report.
13	88-100	A sub-total of creditable Sick Pay compensation for that particular sub-division of the report.
200	101-300	Blank or zeros.

**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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