



**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

Electronic File Format for Form BA-4 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 adjust compensation and service creditable under the RRA and RUIA and is authorized for collection under OMB control number 3220-0008. 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 1 hour 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.

Form BA-4 Sub-Total Record Format		
Field Length	Tape Positions	Data and Instructions
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 decrease of creditable RUIA I creditable compensation for that particular sub-division of the report.
13	36-48	A sub-total increase of creditable RUIA I creditable compensation for that particular sub-division of the report.
13	49-61	A sub-total decrease of creditable RUIA II maximum benefit compensation for that particular sub-division of the report.
13	62-74	A sub-total increase of creditable RUIA II maximum benefit compensation for that particular sub-division of the report.
13	75-87	A sub-total decrease of creditable Tier I RRA compensation for that particular sub- division of the report.
13	88-100	A sub-total increase of creditable Tier I RRA compensation for that particular sub- division of the report.
13	101-113	A sub-total decrease of creditable Tier II RRA compensation for that particular sub-division of the report.
13	114-126	A sub-total increase of creditable Tier II RRA compensation for that particular sub-division of the report.
13	127-139	A sub-total decrease of creditable Miscellaneous compensation for that particular sub- division of the report.
13	140-152	A sub-total increase of creditable Miscellaneous compensation for that particular sub- division of the report.
13	153-165	A sub-total decrease of creditable Sick Pay compensation for that particular sub-division of the report.
13	166-178	A sub-total increase of creditable Sick Pay compensation for that particular sub-division of the report.
22	179-200	Blank or zeros.



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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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