

Program Letter

United States Railroad Retirement Board Office of Programs



Quality Reporting Service Center

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Date: January 9, 2008

TO: Certification Contact Officials

SUBJECT: Reporting Instructions New Forms and Appendix – Version 12/2007

Please share this information with the appropriate members of your staff who file service and compensation reports for employees of your organization.

We have updated the forms and Appendix I of the Employer Reporting Instructions and the Labor Reporting Instructions effective December 2007. This latest version has been revised to include recent changes to the forms and processes related to the service and compensation reports. The instructions are available on the RRB website at the following address:

http://www.rrb.gov/mep/er_info.asp.

We have revised and expanded the new forms to accommodate additional information; revised and expanded the record layouts in Appendix I; and realigned other Parts of the Reporting Instructions to group like topics together. This realignment has also enabled us to reduce the number of Parts back to the original eight; which will also enable the reader to easily find the required information. **Use of the new forms and record layouts is mandatory effective January 2008.**

Record Layouts

The new expanded record layouts in Appendix I for the forms mentioned below were previously explained in Program Letters 05-03, 05-06, 06-03 and 07-01. You may obtain copies of these letters at http://www.rrb.gov/AandT/pl/pl_index.asp.

Forms

The new forms can be accessed from the “Employer Forms and Publications” section on the RRB website under the Rail and Labor Employers group box. The new forms that are available are as follows:

- Form G-440, Report Specifications Sheet
- Form BA-3, Annual Report of Creditable Compensation
- Form BA-4, Report of Creditable Compensation Adjustments
- Form BA-6a, Form BA-6 Address Report
- Form BA-9, Report of Separation Allowance or Severance Pay
- Form BA-11, Report of Gross Earnings

You may obtain copies of these forms at http://www.rrb.gov/mep/er_forms.asp.

Form BA-10, Report of Sick Pay and Miscellaneous Payments is now obsolete. Miscellaneous Compensation and Sick Pay information will be reported on Form BA-3, Annual Report of Creditable Compensation, and adjusted on Form BA-4, Report of Creditable Compensation Adjustments. These paper forms with the new and expanded fields are available for employers with less than 25 employees but to help eliminate processing errors we encourage all employers to file using an automated method.

If you have any questions or concerns, please contact a Compensation Reporting Specialist by e-mail at QRSC@RRB.GOV or by telephone at (312)751-4992.