

Program Letter

United States Railroad Retirement Board Office of Programs



Quality Reporting Service Center

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Date: September 12, 2006

TO: Unemployment and Sickness Contact Officials

SUBJECT: Pay.gov for Payment of Section 12(o) or 2(f) Debts

Please share this with appropriate members of your staff who reimburse the RRB under Section 12(o) or 2(f) of the Railroad Unemployment Insurance Act.

Purpose

The purpose of this program letter is to:

- inform you that Pay.gov is now available for payment of section 2(f) and 12(o) debts;
- inform you of where to find the on-line form;
- give you instructions on completing the form;
- notify you of whom to contact for additional information;
- review employer reporting requirements;
- review procedures for payment of these debts.

Remittances

Currently, remittances are made electronically through the RRBLINK system or mailed to the RRB's lockbox.

Remittances may now be made on-line through **Pay.gov**.

Pay.gov Background Information

The Department of the Treasury's Financial Management Service (FMS) launched Pay.gov to process collections electronically using internet technologies. Pay.gov satisfies agencies' and customers' demand for electronic alternatives by providing the ability to complete forms, make

payments and submit queries 24 hours a day electronically. It is accessible from any computer with Internet access.

Pay.gov Collection Form

Pay.gov collects data through a “Public” form now available on the internet. This form is used for the payment of debts using ACH Direct Debit by:

- railroad employers to pay section 12(o) or 2(f) debts

Note: those railroad employers using this “Public” form will have the first option to convert to the Pay.gov “Private” form when it becomes operational. The “Private” form will have additional features including:

- Billing/Notification Service and
- Reporting Service

How to Access the Form

RRB debtors can either access a hyperlink on RRB.gov (www.rrb.gov) and be re-directed to the Pay.gov web site or go directly to www.pay.gov to electronically pay their debt.

Through rrb.gov:

- Click on Employer Online Services under “Rail and Labor Employers”
- Click on Pay.gov Public Form – Rail Employer Settlement Payment
- You will be automatically directed to the Pay.gov web site for form completion (instructions below)

Through Pay.gov:

- Enter RRB by “Search Public Forms”
- Click on Rail Employer Settlement Payment form (instructions below)

Completing the Form

The following fields are required:

- Claimant first and last name
- Employer (select from drop down menu)
- Billing Document Number, claimant’s SSN shown on billing statement
- Account Number, RR Payor number shown on billing statement
- Payment Amount

All other fields may be completed but are not necessary to process the payment.

- Click Submit Data
- Enter Payment Information (required fields are notated)

- Follow prompts given (i.e. Continue, Cancel or Return to Form)

Who to Contact

Please call the RRB's Debt Recovery Division with any comments or questions about Pay.gov. The telephone numbers are (312) 751-4997 or (312) 751-4963.

Employer Reporting Requirements

Section 2(f) - Under the RRB's regulations (20 CFR 340.16), an employer paying remuneration for time lost, including guarantee pay, must remit the amount of reimbursement due under section 2(f) within 30 days of the date of the payment of the remuneration. The following information is always needed in order to determine the amounts due under section 2(f):

- the employee's name and social security number,
- the amount of the payment,
- the time period covered by a guarantee payment,
- the exact days paid in a pay for time lost claim.

Section 12(o) - When an employer makes a settlement or must satisfy a final judgment based on an injury for which the employee received benefits, the RRB's regulations (20 CFR 341.6) provide that the employer must notify the RRB in writing of the settlement or judgment. The notice must be made within 5 days of the date of the settlement or judgment, and include:

- the employee's name and social security number,
- the amount of the settlement or judgment,
- the date of settlement or final judgment, and
- the amount withheld from the settlement or judgment to satisfy the RRB's lien.

Contact the RRB

Railroad employers should contact the RRB's Sickness and Unemployment Benefits Section (SUBS) prior to payment of either pay for time lost in the form of wages or guarantee pay, or the payment of a personal injury settlement. SUBS will provide information about the amount of benefits to be deducted from the award for reimbursement under section 2(f) or settlement under section 12(o).

In order to ensure that your remittances are credited properly and timely, you must notify the RRB's Sickness and Unemployment Benefits Section before you send any payment. The employee's RUIA record must be adjusted before an account receivable and billing document (Form G-145) can be created. A remittance cannot be credited unless the RUIA record, maintained by SUBS, has been adjusted.

Requesting Information Regarding Amounts Due Under Section 2(f) and 12(o)

Whenever possible, employer requests for information about amounts due under sections 2(f) and 12(o) should be made by facsimile using special forms (Forms ID-3S and ID-3U) developed by the RRB. Under normal circumstances, you will receive a reply to your request on the first business day following the RRB's receipt of your fax transmission. You may make fax requests Monday through Friday (except Federal holidays), 8:00 AM to 4:30 PM, Central Time. The fax number is (312) 751-7185.

Employers' use of Forms ID-3S and ID-3U helps to ensure that all the information we need to respond to your request is provided. The forms along with detailed instructions for their completion may be obtained by contacting our Sickness and Unemployment Benefits Section. The telephone number is (312) 751-4825. Printable document versions of the forms are available at www.rrb.gov.

The completed fax form reply from the RRB is your confirmation of the amount due under section 2(f), or the amount of the RRB's lien under section 12(o). A confirmation letter will not be sent.

Time Limits for Employer Reimbursements

Section 2(f) - Payment of an amount due under section 2(f) is due at the RRB within 30 days of the date of the payment of the remuneration for time lost.

Section 12(o) - Payment of the amount of the RRB's lien is due at the RRB within 30 days after the date of the settlement or final judgment.