



**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-6a, Address Report

The information specified on this form, which is required by law under Section 7(b)(6) of the Railroad Retirement Act and Section 209.12 of the Code of Federal Regulations and is authorized for collection under OMB control number 3220-0005, will be used by the Railroad Retirement Board to mail to the employees of your company Form BA-6 , "Certificate of Service Months and Compensation". 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 15 minutes per response 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 5.

Form BA-6a Record Format	
Tape Positions	Data and Instructions
1-9	The employee's 9-digit social security number.
10-24	First fifteen (15) characters of the employee's first name.
25	Employee's middle initial.
26-45	First twenty (20) characters of the employee's surname. Spaces in such names as McCarthy, St. Clair, De La Cross are acceptable.
46-75	Mailing Address Line 1 (Street Number, Post Office Box, etc.).
76-105	Mailing Address Line 2.
106-125	City
126-127	State
128-132	Zip Code
133-140	Blank Filler
141-144	Four-digit BA number assigned by the Railroad Retirement Board.
145-152	Effective date.
153-180	Blank Filler

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

Chief of Information Services
U.S. Railroad Retirement Board
844 North Rush Street, 4th floor
Chicago, IL 60611-2092
FAX: (312) 751-7154
E-mail: Ronald.Hodapp@rrb.gov