



**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 Grand 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.

The grand total record is required and should be the last record on the tape. If sub-total records are used, the grand totals are the sum of the sub-totals.

Form BA-3 Grand Total Record Format		
Field Length	Tape Positions	Data and Instructions
10	1-10	"8888888888" (10 eights-type of record code).
5	11-15	"GRAND"
7	16-22	A grand total item count for that particular sub-division of the report.
13	23-35	A grand total of creditable RUIA I creditable compensation for that particular sub-division of the report.
13	36-48	A grand total of creditable RUIA II maximum benefit compensation for that particular sub-division of the report.
13	49-61	A grand total of creditable Tier I RRA compensation for that particular sub-division of the report.
13	62-74	A grand total of creditable Tier II RRA compensation for that particular sub-division of the report.
13	75-87	A grand total of creditable Miscellaneous compensation for that particular sub-division of the report.
13	88-100	A grand 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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