

Labor Employer Reporting Instructions

Appendices

Appendix 1: BA-6a Record Format

Tape, cartridge, or disk records must be 120 characters in length. Any fields not used may be left blank or filled with zeros. There should be no record which contains no data. For magnetic tape or cartridge reporting, data should be written EBCDIC encoded on 9 track 1/2 inch magnetic tapes. Recording density may be 1600 or 6250 bytes per inch. Data may also be written on a 3480 or 3490 compatible disk cartridge. Header labels must be used and must meet IBM standards. For disk reporting, data must be written in ASCII format.

Magnetic Tape, Cartridge, or Disk Format

Tape Positions	Data and Instructions
1-9	The employee's 9-digit social security number.
10-11	Initials of the employee's first and middle names.
12-25	The employee's last name, up to 14 characters only. Leave blank positions blank.
26-50	Mailing Address (Street Number, Post Office Box, etc.)
51-75	2nd address line.
76-93	City
94-95	State. Use two digit state abbreviations as shown in U.S. Postal Guide.
96-100	Zip Code
101-104	Four-digit BA number assigned by the Railroad Retirement Board.
105-120	Filler

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