

PROPOSED

FORM APPROVED
OMB No. 3220-0196

U.S. RAILROAD RETIREMENT BOARD
OFFICE OF PROGRAMS - ASSESSMENT AND TRAINING
P.O. BOX 10695
CHICAGO, IL 60610-0695

ER NUMBER

A comparison of unemployment and sickness benefit ^{the} payment records with railroad compensation adjustment reports shows ^{on the enclosed listing} that some employees of your company were paid unemployment and/or sickness benefits for every day in one or more months for which a service month was subsequently credited. ~~In order to~~ determine if the service month(s) credited affects the payment of benefits for the fully claimed months, we need additional information from you.

~~Enclosed is a listing of employees of your company and the month(s) for which we need additional information about the employee's compensation.~~ Please advise us of the type of compensation ^{each of your} the employee received for the month(s) shown ~~on the listing~~ and the exact days for which the payment was made. When more than one month is listed, be sure to specify the type of compensation reported for each month. If the employee received sick pay, please indicate the agreement under which the payment was made. In addition, please complete the ^{provide us with} Employer Certification and ^{STATEMENT} provide us with the name and telephone number of the official to contact if we have questions concerning the information.

If, after you review your payroll records, you determine that one or more months of creditable service was incorrectly reported, ^{complete} please submit a Form BA-4, Report of Creditable Compensation Adjustment ^{and include} to revise or delete the month(s) credited in error. ~~Submit the~~ completed Form BA-4 with the enclosed listing after you have furnished the information according to the instructions provided on this page.

Our authority for requesting this information is explained on the reverse side of this letter. If you have any questions about this request, please contact us at (312) 751-4805. Thank you for your cooperation.

Railroad Retirement Board

Enclosure

If you complete the Form BA-4 ONLINE through the EMPLOYER REPORTING SYSTEM, NOTATE "ERS" NEXT TO THE EMPLOYER NAME ON THE ENCLOSED LISTING.

ID-5S (XX-XX)

PAPERWORK REDUCTION ACT/PRIVACY ACT NOTICES

We estimate that a response to Form ID-5S(SUP) takes an average of 10 minutes to complete, including the time for reviewing the instructions, getting the needed data, and reviewing the completed response. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing completion time, to Chief of Information Resources Management, Railroad Retirement Board, 844 N. Rush Street, Chicago, IL 60611-2092.

The Railroad Retirement Board's (RRB) authority for requesting information is contained in sections 5(b), 9(2) and 12(a) of the Railroad Unemployment Insurance Act (RUIA). Although the RUIA gives the RRB the authority to compel disclosure through use of the subpoena, the RRB's experience has been that employers voluntarily release earnings information when they know that the RRB uses that information for the limited purpose of verifying a claim for benefits.

The RRB realized that many companies have adopted policies regarding disclosures of personal information needed for proper administration of the Railroad Unemployment Insurance Act. Information that the RRB acquires about a person is protected from disclosure except as provided by law.