Electronic File Format for BA-9, Report of Separation Allowance and Severance Pay

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) and is authorized for collection under OMB control number 3220-0173, is needed for two purposes: to establish eligibility for an additional lump-sum amount under the RRA and to establish a disqualification period under the RUIA and is authorized for collection under OMB number 3220-0173. 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(s) of this form, (magnetic tape, diskette/CD-ROM, secure E-mail and File Transfer Protocol (FTP)) takes an average of 1.27 hours per response to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed report.

Form BA-9, Report of Separation Allowance and Severance Pay

Data Position	Data Description and Format
1	Constant "L"
2-5	Four -digit applicable tax year
6	Code "4" for increase
	Code "M for decrease
7-10	Four-digit employer number (BA-NO)
11-19	Employee's social security number
20-39	First 20 letters of the employee's surname
40-54	First Name
55	Middle Initial
56	Blank.
57-64	An eight-digit separation allowance amount -Do not use a decimal place -Format is **$$$$$$cc**
65	Code 1 for an initial report Code 2 for an adjustment report Code 3 for a periodic payment -not the final payment Code 4 for a periodic payment -final payment
66-73	Date employee relinquished employment rights -Format is MMDDCCYY
74	Blank.
75-82	Eight-digit compensation amount -Format is $$$$$$cc
83-86	Four **digit** applicable earnings year
87-92	Total gross amount of separation allowance -In whole dollars -Format is $$$$$$
93	Blank
94-100	Last rate of pay; format includes a floating decimal place
101	Pay rate code: 1 =per hour; 2 = per day11 00 (or 150) miles: 3 = per week; 4 =per month.
102	Work week code: 5 = five-day wk; 6 = six-day wk 7 = seven-day wk; 8 = T&E; 9 = dining car
103-120	Blank (Filler is included to allow for future expansion.)

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 RESOURCES MANAGEMENT, RAILROAD RETIREMENT BOARD, 844 N RUSH STREET, CHICAGO, IL 60611-2092.