

CURRENT

**Instructions for Completing the Annual Earnings Questionnaire**

PART A - Use Part A to report earnings from your last pre-retirement non-railroad employer. This is generally the employment you performed immediately before your annuity beginning date.

PART B - Use Part B to report earnings from self-employment. If you claim self-employment but are incorporated, report your earnings in Part C, instead of Part B. **If you attained full retirement age prior to January 1, , do not complete Part B.**

PART C - Use Part C to report work and earnings that are not reported in Parts A or B. **If you attained full retirement age prior to January 1, , do not complete Part C.**

Follow these instructions for completing Parts A, B, and C:

- Enter the name and address of your employer. If you were self-employed, show the type of work you performed and your business address.
- Show your earnings (and the hours you worked in self-employment) for each month in . **Complete this item only if your earnings and/or self-employment hours were not about the same in each month.** In most cases, a monthly breakdown is not required and this step can be skipped.
- Enter the amount of your total earnings for (Items 1, 4, and 7). The amount you enter should be the same as the amount(s) shown on your Forms W-2, or Schedule SE if you were self-employed.
- Enter an estimate of your earnings for 1 (Items 2, 5, and 8).
- If you stopped working, show the date you stopped work (Items 3, 6, and 9).

Do your best to complete all items that apply to your earnings, especially Items 1 through 9. **Always attach copies of your Forms W-2, and Schedule SE if you were self-employed.**

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If you have questions about how to complete the questionnaire or about how earnings affect your annuity, contact us at the address shown at the bottom of the enclosed questionnaire. If you write to us, please include a copy of Form G-19L with your letter. If you visit us in person, bring Form G19L and any other information you have about your claim. We suggest you call for an appointment. Most Railroad Retirement Board offices are open to the public from 9:00 a.m. to 3:30 p.m., Monday through Friday.

Read the next page for important information about your rights.

## **PAPERWORK REDUCTION AND PRIVACY ACT NOTICE**

The U.S. Railroad Retirement Board is authorized to collect the requested information under Section 7b(6) of the Railroad Retirement Act. This information is needed to determine whether your earnings will affect your retirement benefits. You are not required to provide us with the information requested by the G-19L. However, if you fail to provide the required information, we might be unable to pay you any benefits. The information you provide may be disclosed for purposes of verification to the employers you name in the report. We estimate that the G-19L takes an average of 15 minutes per response to complete, including the time for reviewing the instructions, getting the needed data, and reviewing the completed form. 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 the completion time to: Chief of Information Resources Management, Railroad Retirement Board, 844 N. Rush Street, Chicago, IL 60611-2092.

## **COMPUTER MATCHING AND PRIVACY PROTECTION ACT NOTICE**

The Computer Matching and Privacy Act of 1988 requires the U.S. Railroad Retirement Board (RRB) to advise you that information you have provided may be used, without your consent, in automated matching programs. These matching programs are a computer comparison of RRB records with those kept by other Federal, state, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for federally funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.