

Program Letter

United States
Railroad Retirement Board



Office of Programs
Quality Reporting Service Center

Letter No. 2008-09
Date: March 13, 2008

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TO: Certification Contact Officials
SUBJECT: Pay.Gov to Replace RRBLink for RUIA Contributions

Notice–RRBLINK WILL BE SHUT DOWN ON MARCH 14, 2008 FOR RAILROAD UNEMPLOYMENT INSURANCE ACT (RUIA) CONTRIBUTIONS. ALL ELECTRONIC RUIA CONTRIBUTIONS SHOULD BE MADE THROUGH PAY.GOV.

Pay.gov is a free payment service offered by the U.S. Department of the Treasury. It is:

- **Secure.** Pay.gov uses the highest current industry standards for secure transactions.
- **Easy to use.** You can access Pay.gov anywhere with an Internet connection.
- **Convenient.** You can schedule payments 24 hours a day, 7 days a week.

To learn more about Pay.gov, please visit *Frequently Asked Questions* at www.Pay.gov

To make RUIA Contributions

Go to www.Pay.gov and login with your Pay.gov username and password. If you do not have a Pay.gov username and password, select the 'Click here to Register' link from the home page and follow the directions offered.

After you have logged into Pay.gov, go to the option 'Find Public Forms' and click on 'By Agency Name' > 'Railroad Retirement Board' > and then 'Employer's Payment of Unemployment Contributions'. If you have questions about making RUIA contributions, please call the Railroad Retirement Board at (312) 751-4668.

To make RUIA Contributions and file Forms DC-1, “Employer’s Quarterly Report of Contributions”

You will need an assigned Pay.gov username and password. You will receive a Pay.gov user account via e-mail by mid-March from the Federal Reserve Bank of Cleveland, the Pay.gov fiscal agent, **IF** your business:

- Has a designated Contact Official for Services and Compensation (COSC);
- Was enrolled in RRBLINK; and
- Has an e-mail address on file with RRB.

To set up an individual to be a COSC or to add an e-mail to a COSC’s contact information, an employer must complete Form G117a, “Designation of Contact Official’s”. The G-117a is available at www.rrb.gov under the option “Employer Forms and Publications”. After completing the form, please send it to:

**US Railroad Retirement Board
CESC-QRSC
844 North Rush Street, 6th Floor
Chicago, IL 60611**

You can also fax the Form G-117a to the RRB at (312) 751-7190. Please allow up to two weeks for processing contact information changes. If you have questions about Form G-117a, call the RRB’s Quality Reporting Service Center at (312) 751-4992.

Once you receive the Pay.Gov e-mail please contact them immediately to receive your initial login identification and password.

If your company does NOT have any of the three required elements explained above or you have NOT received the Pay.Gov e-mail, you should contact the RRB at 312-751-4310 to obtain your initial login identification and password.