



## Appendix I Employer Reporting Instructions Effective 01-2008

U.S. Railroad Retirement Board Phone: (312) 751- 7139  
844 North Rush Street TTY: (312) 751- 7401  
Chicago IL, 60611-2092 Web: [www.rrb.gov](http://www.rrb.gov)

### Electronic File Format for Form BA-9, Report of Separation Allowance or Severance Pay

The information contained in this report (see Attachment D), 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. 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 of this form, transmitted by e-mail or FTP, takes an average of 1 hour and 16 minutes per response to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form.

This exhibit explains only magnetic media format. For information about the data to be entered, refer to Part V, Chapter 6.

Form BA-9 Record Format	
Tape Positions	Data and Instructions
1	"L".
2-5	Four digit applicable tax year being reported.
6	Code "4" for an initial report or an increase adjustment. Code "M" for a decrease adjustment.
7-10	Four-digit employer number assigned by the Railroad Retirement Board.
11-19	Employee's social security number.
20-39	First twenty (20) characters of the employee's surname. Spaces in such names as McCarthy, St. Clair, De La Cross are acceptable.
40-54	First fifteen (15) characters of the employee's first name.
55	Employee's middle initial.
56	Blank Filler.
57-64	An eight-digit separation allowance amount. Do not use a decimal place. The format is \$\$\$\$\$\$. For adjustments, enter the net increase amount to be applied to the initial report. Do not sign the field. Zeros should be used to fill the left most positions, if necessary.
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.



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Form BA-9 Record Format	
Tape Positions	Data and Instructions
74	Blank Filler.
75-82	Eight-digit compensation amount. Do not use a decimal place. Format is (\$\$\$\$\$\$cc). Do not sign the field. Zeros should be used to fill the left most positions if necessary. Field may be left blank.
83-86	Four digit applicable creditable year being reported.
87-92	Total gross amount of separation in whole dollars, \$\$\$\$\$\$. Use zero to fill the left most positions as needed.
93	Blank Filler.
94-100	Show the last rate of pay. Format includes a floating decimal place to account for hourly through monthly rates. For example, 9.99999, 99.9999, 999.999 etc.
101	The code corresponding to the period to which the rate applies, as follows:
	Code 1 = per hour; Code 2 = per day/100 (or 150) miles; Code 3 = per week; and Code 4 = per month.
102	The code corresponding to the employee's normal work week, as follows:
	Code 5 = five-day week; Code 6 = six-day week; Code 7 = seven-day week; Code 8 = train and engine service; and Code 9 = dining car and Pullman service.
103-120	Blank Filler.

**Paperwork Reduction Act (PRA) Notice**

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

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