

Effective 01-2008

OMB Approved 3220-0005  
Employer Reporting Instructions  
Form BA-6a

**Electronic Format for Form BA6a, Form BA-6 Address Report**

The information specified on this form which is required by law under Section 7(b)(6) of the Railroad Retirement Act and Section 209.12 of the Code of Federal Regulations and is authorized for collection under OMB control number 3220-0005, will be used by the Railroad Retirement Board to mail to the employees of your company Form BA-6, Certificate of Service Months and Compensation. 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 (magnetic tape, diskette/CD-ROM, secure E-mail and File Transfer Protocol (FTP), takes an average of 15 minutes per response to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form.

<b>Data Element</b>	<b>Record Positions</b>	<b>Field Size</b>
SSN	1-9	9
First (initial) Name	10-24	15
Middle Initial	25	1
Surname	26-45	20
Address line 1 (location)	46-75	30
Address line 2 (delivery)	76-105	30
City	106-125	20
State	126-127	2
Zip code	128-132	5
Filler	133-140	8
BA number	141-144	4
Effective date	145-152	8
Filler	153-180	28
	<b>Record ends at 180</b>	

**Paperwork Reduction Act 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 CHIEF OF INFORMATION RESOURCES MANAGEMENT, RAILROAD RETIREMENT BOARD, 844 N RUSH STREET, CHICAGO, IL 60611-2092.