

CURRENT

FORM APPROVED
OMB NO 3220 - 0025

U.S. RAILROAD RETIREMENT BOARD
OFFICE OF PROGRAMS - ASSESSMENT AND TRAINING
844 N. RUSH STREET
CHICAGO, IL 60611-2092

A comparison of unemployment and sickness benefit payment records with annual railroad compensation reports shows that some employees of your company were paid unemployment or sickness benefits for every day in one or more months for which creditable service and compensation was reported. In order to determine if the reported compensation affects the payment of benefits for the fully claimed months, we need additional information from you.

Enclosed is a listing of employees of your company and the month(s) for which we need additional information about the employee's compensation. Please furnish the information according to the instructions provided on page 2 of this letter.

Our authority for requesting this information is explained below. If you have any questions about this request, please contact us at (312) 751-3367. Thank you for your cooperation.

Railroad Retirement Board

Enclosures

Paperwork Reduction Act Notice

The Railroad Retirement Board's (RRB) authority for requesting information is contained in provisions of the Railroad Unemployment Insurance Act (45 U.S.C. 355(B), 359(A) and 362(A)). Although the Act gives the RRB the authority to compel disclosure through use of a subpoena, the RRB's experience has been that employers voluntarily release earnings information when they know that the RRB uses that information for the limited purpose of verifying a claim for benefits.

The RRB realizes that many companies have adopted policies regarding disclosures of personal information needed for proper administration of the Railroad Unemployment Insurance Act. Information that the RRB acquires about a person is protected from disclosure except as provided by law.

Please Read And Follow These Instructions.

1. Identify the days for which the employee received compensation and the type of compensation received (i.e., wages, holiday pay, vacation pay, etc.) for each day in the month(s) shown on the listing. If you did not pay the employee wages or other compensation for a particular month, explain why you reported service for the month.
2. Since railroad unemployment and sickness insurance benefits are paid on a daily basis, we need to know the exact days for which payments were made. Be sure to list all days for each month shown.
3. If the employee received sick pay which was reported as creditable compensation, please indicate the agreement under which the payment was made.
4. While space is provided on the listing for your use, you may use a separate sheet(s) to furnish the information. You may also submit a computer printout or other company records as long as the records clearly show the exact days for which the employee was paid and the type of compensation paid. If separate sheets or records are used, be sure to identify each employee by name and social security number and attach the sheets to the listing.
5. If you find from your review that one or more months of creditable service were incorrectly reported, submit a Form BA-4, Report of Creditable Compensation Adjustment, to revise or delete the month(s) credited in error. Submit the completed Form BA-4 with the enclosed listing.
6. Complete the employer certification at the bottom of the listing. If there is more than one page to the listing, complete the certification on the last page only. Be sure to provide the name and telephone number of the official to contact if we have questions about the information you provide.

We estimate that a response to Form ID-5R (SUP) takes an average of 10 minutes to complete, including the time for reviewing the completed response. If you wish, send comments regarding the accuracy of our estimate or any other aspects of this form, including suggestions for reducing completion time to the Chief of Information Management, Railroad Retirement Board, 844 N. Rush St., Chicago, IL 60611-2092. Please do not return completed forms to this address.

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.