

Proposed

Program Letter

United States Railroad Retirement Board Office of Programs



Quality Reporting Service Center
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Letter No. XXXX-X

Date: Month XX, 2014

TO: Certification Contact Officials

SUBJECT: Available Now on the Employer Reporting System (ERSNet) ---
Electronic Version of Forms: ID-30b, ID-3s, and ID-3u

Please share this information with the appropriate members of your staff who obtain Section 12(O) and 2(F) Railroad Unemployment Insurance Act (RUIA) information from the RRB for employees of your organization.

The Railroad Retirement Board (RRB) is pleased to announce that the following services are now available on the ERSNet system:

- **Form ID-30b, Notice of Lien (NEW)**
- **Form ID-3s, Request for Lien Information – Report of Settlement (NEW)**
- **Form ID-3u, Request for Section 2(f) Information (NEW)**

These forms are in addition to the current forms that are already available to employers via the Internet. A list of all current services and forms available to users via ERSNet are as follows:

- **Form BA-3, Annual Report of Creditable Compensation**
- **Form BA-4, Report of Creditable Compensation Adjustments**
- **Form BA-6a, BA-6 Address Report**
- **Form BA-11, Report of Gross Earnings**
- **Form GL-129a, Record of Employer Determination on Employee Protest**
- **Form ID-4K, Prepayment Notice of Employee's Applications and Claims for Benefits under the Railroad Unemployment Insurance Act (RUIA)**
- **Form ID-4E, Notice of RUIA Claim Determinations**
- **ID-6, Monthly Report of Tier I Tax Transactions**
- **ID-6Y, Summary Report of Tier I Yearly Tax Transactions**
- **ID-40Q, Quarterly Notice to Employers - RUIA**
- **ID-40R/S, Annual Notice to Employers – RUIA**
- **Form G-88A.1, Request for Verification of Last Date Carried on Payroll**
- **Form G-88A.2, Notice of Retirement & Request for Service Needed for Eligibility**

Form ID-30b

A Form ID-30b, Notice of Lien, is mailed to an employer when an applicant for sickness benefits has been injured on duty and/or has filed or expects to file a claim against the employer for personal injury. Form ID-30b explains the RRB's right to reimbursement of sickness benefits from any sum or damages payable on account of liability for the employee's injury or illness.

Form ID-3s

Form ID-3s, Request for Lien Information – Report of Settlement, is used by employers to request benefit payment information from the RRB under Section 12(o) of the RUIA. It is also used by employers to report a settlement on account of liability for an employee's injury or illness. In turn, the RRB provides information as to the amount of benefits paid for said injury for reimbursement to the agency.

Form ID-3u

Form ID-3u, Request for Section 2(f) Information, is used by employers to request benefit payment information from the RRB under Section 2(f) of the RUIA. Section 2(f) requires that employers reimburse the RRB for benefits paid to an employee for days for which salary, wages, pay for time lost or other remuneration is later determined to be payable. In turn, the RRB provides information as to the amount of benefits paid for specific days for reimbursement to the agency.

Access Levels on the ERSNet Site

Access to ERSNet is role-based, which means that each user's access is tailored to the role or work they do at their company. Access levels are assigned by the company, allowing employers to retain control over the forms their employees can view and submit. If you are not enrolled and want to begin filing your reports on ERSNet follow the instructions below. An *Explanation of Access Levels* is enclosed.

Applying for Access

To apply for access do the following:

- Read the enclosed *Security Guidelines*, which explain your responsibilities as a user of ERSNet. They are also available at <http://www.rrb.gov/AandT/ERI/Part8/chapter8.asp>.
- File the enclosed Form BA-12, *Application for Employer Reporting Internet Access*. Complete Sections A, B, and C, then have the designated employee sign Item 5 in Section B and return the form to you. The certification in Section D must be completed by an official of the company who has authority to sign official RRB forms. If you have signature authority, sign the certification. Otherwise, the company president and those persons designated on the Form G-117A, Designation of Contact Official, are assumed to have signature authority. For additional copies of Form BA-12 or information on how to complete it, go directly to <http://www.rrb.gov/pdf/AandT/ba12.pdf> or contact the Quality Reporting Service Center at the telephone number or e-mail address shown above. All employer forms can be accessed on the RRB website at www.rrb.gov.

Within three to five days of receipt of an acceptable application, the RRB will mail your user ID and password along with instructions for accessing the site. To deter fraudulent use of ERSNet, the Form BA-12 cannot be completed or filed on our website; original signatures (no reproductions) are needed and it must be transmitted by US or express mail carrier. For security reasons, facsimiles are not acceptable.

Detailed instructions on how to use the system are covered in Part VIII of the *Reporting Instructions to Employers*. See below for direct links to the reporting instructions on our website.

- Rail reporting instructions <http://www.rrb.gov/AandT/ERI/Part8/chapter1.asp>
- Labor reporting instructions <http://www.rrb.gov/AandT/LRI/Part8/chapter1.asp>

Enclosures:

Form BA-12
Security Guidelines
Explanation of Access Levels