Form G-88p (Internet)

The proposed Form G-88p (Internet), *Employer's Supplemental Pension Report*, is not a form in the traditional sense but more of a process. *Although it collects essentially the same information as the other approved version of Form G-88p*, it consists of a screen with completion instructions, which collects the necessary information and provides for the required notices and certifications. The user accesses Form G-88p (Internet) through the Employer Reporting System (ERS) on the RRB's website **(Screen 1)**.

1. The combination of the user ID and password serves as the user's signature for certifying the information while logged onto the system **(Screen 2)**.

2. Upon logging onto ERS, the system presents the user with the ERS Menu **(Screen 3)** and the user selects the G-88p from the forms listed under *New Items*.

3. Form G-88p (Internet) consists of a single screen **(Screen 4)**. Items 1 through 5 are prefilled by the RRB and contain the employee's identifying information.

4. In Item 6, the user indicates whether or not the employee was covered by either a "defined benefit plan" or a "money purchase plan." If the user selects "Yes," they are instructed to go to Item 7 to continue completing the form. If the user selects "No," they click on *Submit*, which transmits the information directly to the designated adjudication unit.

5. In Items 7 through 9, the user is requested to provide general information about the pension plan.

6. In Items 10 through 14, the user is requested to provide specific information about the employee's pension. Not all items are completed. If in Item 11 the user selects *Monthly pension*, they only complete Items 12a and 12b. If the user selects *Lump sum elected in lieu of a monthly pension*, they only complete Items 13a and 13b. If the user selects *Lump sum paid under the plan's small benefit provision*, they only complete Items 14a through 14c.

7. After completing the necessary items, the user has the option of clicking
    *   *Submit* to submit the information;
    *   *Save and Return* to save the information and return to the ERS Menu screen;
    *   *Print* to print the form for their records, which they can only do <u>after</u> they have successfully submitted the information;
    *   *Reset Record* to clear the completed items if they need to correct any information entered;
    *   *Exit/No Action* to return to the ERS Menu screen without saving any information.

8. If the railroad employer requires the entries to be authorized by a second user, the second user must click *Submit* to submit the information.

9. When the user submits Form G-88p, it will automatically be moved from New Items to Completed Items on the ERS menu **(Screen 5)**.

10. The Paperwork Reduction Act Notice **(Screen 6)** is accessed by clicking the **Paperwork Reduction Act Notice** link.