



## 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-4, Annual Report of Creditable Compensation

The information contained in this report, which is required by law under Section 9 of the Railroad Retirement Act (RRA) and Section 6 of the Railroad Unemployment Insurance Act (RUIA), is needed to adjust compensation and service creditable under the RRA and RUIA and is authorized for collection under OMB control number 3220-0008. 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 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 4.

Report Specifications	
<b>Record Length</b>	200 Characters
<b>Money Fields</b>	All money fields include two cent positions and no decimal point. No fields should be signed. Fill out money fields with zeros.
<b>Numeric Fields</b>	Fill out all numeric fields with zeros to the left of the significant digits.
<b>Service and Compensation</b>	There should be no record which contains neither service or compensation data. A record may contain only service months or only compensation, but must contain one or the other.
<b>Totals Record</b>	Every magnetic media report should include a grand-totals record at the end. The specific format is in the appendix. Optional subtotal records may be included.
<b>Header Labels</b>	Cartridges must have header labels in IBM standard format.
<b>Block Size</b>	Recommended block size is 3000 (factor 10).
<b>Code Language</b>	Cartridges: EBCDIC encoded on 9 track 1/2 inch CD ROM, floppy disk: and electronic files: Formatted ASCII text



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<b>Form BA-4 Record Format</b>	
<b>Tape Positions</b>	<b>Data and Instructions</b>
1	Blank.
2-5	Four digit year being reported.
6	Code "4" for an increase adjustment. Code "M" for a decrease adjustment.
7-10	Four-digit BA number assigned by the Railroad Retirement Board.
11-20	Blank Filler.
21-29	Employee's social security number.
30-49	First twenty (20) characters of the employee's surname. Spaces in such names as McCarthy, St. Clair, De La Cross are acceptable.
50-64	First fifteen (15) characters of the employee's first name.
65	Employee's middle initial.
66-72	RUIA I (\$\$\$\$\$¢¢) – Total compensation which is creditable under the RUIA to qualify for benefits. This amount should not exceed the RUIA I monthly maximum times 12.
73-74	Blank Filler.
75-81	RUIA II (\$\$\$\$\$¢¢) – Total compensation which is creditable under the RUIA to determine maximum benefits. This amount should not exceed the RUIA II monthly maximum times 12.
82-83	Blank Filler.
84-95	<p>Service Month Detail. The employment relation codes for non-worked months that are available on the BA-3 annual report, cannot be submitted on this adjustment report. Only use the following codes:</p> <p style="padding-left: 40px;">1 = worked 0 = not worked and employment relation is unknown.</p> <p>All 12 positions must be filled.</p>
96-97	Service Month Total. The sum of the characters in positions 84-95. Enter zeroes if no months are reported.
98-105	Creditable Tier I compensation, up to the annual maximum for the year. (\$\$\$\$\$¢¢)
106-107	Blank Filler.
108-115	Creditable Tier II compensation, up to the annual maximum for the year. (\$\$\$\$\$¢¢)
116-117	Blank Filler.
118-122	Last daily pay rate. (\$\$¢¢) If pay rate exceeds \$200.00, enter 20000.
123-124	Blank Filler.
125-132	Creditable Miscellaneous compensation. (\$\$\$\$\$¢¢)
133-134	Blank Filler.
135-142	Creditable Sick Pay compensation. (\$\$\$\$\$¢¢)
143-200	Blank Filler. (For future expansion).



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**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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844 North Rush Street, 4th floor  
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