



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD

In reply refer to  
RR Claim Number:  
Student's Name:  
Student's S.S. No.:

To determine the student's continued entitlement to be included in the family group for the Special Guaranty Computation of your annuity, up-to-date information is needed about your child's school attendance, marital status, and expected earnings. Therefore, it is important that you follow the steps outlined below when completing the enclosed Form G-320, *Student Questionnaire for Special Guaranty Computation*.

**Step 1** - Complete Section A.

**Step 2** - Give the form to the student to give to their \*ChooseOne\* who must:

- review the information that you furnished in Section A;
- enter the required information in Section B;
- sign the form in Item 12, and
- **promptly return the form to the student.**

**Step 3** - After the student receives the signed Form G-320 from the \*ChooseOne\*, the student is to **promptly return the form to you.**

**Step 4** - If you are not completing Form G-319, *Statement Regarding Family and Earnings for Special Guaranty Computation*, at this time, complete Section C of the Form G-320.

**Step 5** - Sign the Employee Certification in Section D of the Form G-320.

**Step 6** - Return the completed form within 30 days in the envelope provided. **Do not return this form by email or facsimile.** Failure to return these forms by \_\_\_\_\_, may result in a decrease in your monthly payment. Your following monthly payment could be delayed because of that adjustment. Remember, you are responsible for repaying any benefits you receive to which you are not entitled.

For months the student is ages 18-19, a separate Form G-320 should be completed for each school year. If the student changes schools during the school year, a separate Form G-320 should be completed for each school. If needed, additional forms may be obtained from any Railroad Retirement Board office.

If you have any questions or need assistance in completing the Form G-320, please contact our office as soon as possible.

Sincerely,

Enclosures

Form G-320

Form G-77A

Return Envelope