

PROPOSED
Form BA-9 (INTERNET)

*** WARNING***

You are accessing a United States Government, Railroad Retirement Board (RRB) computer system, which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030 and may subject the individual(s) to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213(a) 7431 and other appropriate laws.

This system may be monitored for all lawful purposes, including ensuring use is authorized for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized RRB entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes.

Only RRB approved and licensed hardware and software that has been scanned for viruses will be permitted on this network. Use of this RRB system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this RRB system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action.

Agree

Disagree

[Privacy Policy](#)

[Policies Links](#)

[Freedom of Information Act](#)

[No FEAR Act Data](#)

[Frequently Asked Questions](#)



[About Us](#)




U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092
Telephone: (312) 751-7139 TTY: (312) 751-4701
[Contact an RRB office near you](#)




RRB Employer Reporting System (ERS) Login Screen

ERS		United States Railroad Retirement Board			
<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: 0 auto;"><div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center; font-weight: bold;">Please Login</div><p>User ID: <input type="text"/></p><p>Password: <input type="password"/></p><div style="text-align: right;"><input type="button" value="Log In"/></div></div>					
<p>Submission of your User ID and Password will serve as your signature for certifying the information you submit while logged on this system.</p>					
Privacy Policy	Policies Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
		<p>U.S. Railroad Retirement Board 844 North Rush Street Chicago Illinois, 60611-2092 Telephone: (312) 751-7139 TTY: (312) 751-4701 Contact an RRB office near you</p>			

ERS Main Menu Screen (Forms)

Home	Search	Site Map	Contact Us	Employee Online Services						
RRB Employer Reporting System				Logout						
New Items (259)	Pending Items (3)	Completed Items (7)	Forms	My Account Reports						
<p>Broadcast Message</p> <p>*****Elimination of PAPER Forms BA-4, BA-6a & BA-11*****The RRB will eliminate BA-6a, Address Report & BA-11, Report of Gross Earnings beginning January 1, 2007. ERSNet offers users benefits not available to employers using other filing systems: the ability to create summary reports, automated email form/file receipt responses and the ability to file Form G-440 for the system authenticates the report. For more information about this change visit our website at http://www.rrb.gov/AandT/pl/pl1405.asp.</p>			<ul style="list-style-type: none"> » BA-4 » BA-6a » BA-3 » BA-11 » ID-3S » ID-3U » BA-9 	<p>Forms BA-4, Report of Creditable Compensation Adjustment, and BA-6a, Address Report & BA-11, Report of Gross Earnings beginning January 1, 2007. ERSNet offers users benefits not available to employers using other filing systems: the ability to create summary reports, automated email form/file receipt responses and the ability to file Form G-440 for the system authenticates the report. For more information about this change visit our website at http://www.rrb.gov/AandT/pl/pl1405.asp.</p>						
<p>You have 259 transactions in your New Items folder.</p> <table border="1" style="margin: auto;"> <thead> <tr> <th>Form Name</th> <th>New Items</th> </tr> </thead> <tbody> <tr> <td>ID-4E</td> <td style="text-align: center;">259</td> </tr> </tbody> </table>					Form Name	New Items	ID-4E	259		
Form Name	New Items									
ID-4E	259									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Privacy Policy</td> <td>Policies & Links</td> <td>Freedom of Information Act</td> <td>No FEAR Act Data</td> <td>Frequently Asked Questions</td> <td>About Us</td> </tr> </table>					Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us					
		<p>U.S. Railroad Retirement Board 844 North Rush Street Chicago IL, 60611-2092</p> <p>Toll Free: (877) 772-5772 TTY: (312) 751-4701 Directory: (312) 751-4300 Locate an RRB office near you</p>								
<p>Date posted: 10/25/2007 Date updated: 10/25/2007</p>										

Form BA-9 (Selection Screen)

Home	Search	Site Map	Contact Us	Employee Online Services	
RRB Employer Reporting System				Logout	
New Items (259)	Pending Items (8)	Completed Items (13)	Forms	My Account	Reports
US Railroad Retirement Board Form BA-9 (xx-xx)		Form Approved OMB No. 3220-0173			
Report of Separation Allowance or Severance Pay					
BA Number: 1621					
Please select one of the following actions:					
<input type="radio"/> Manually enter an individual BA-9 report					
<input type="radio"/> Upload a completed BA-9 report file					
<input type="button" value="Submit"/>			<input type="button" value="Return to Menu"/>		
<hr/> Privacy Policy Policies & Links Freedom of Information Act No FEAR Act Data Frequently Asked Questions About Us <hr/>					
 RECOVERY.GOV		U.S. Railroad Retirement Board 844 North Rush Street Chicago IL, 60611-2092		Toll Free: (877) 772-5772 TTY: (312) 751-4701 Directory: (312) 751-4300 Locate an RRB office near you	
Date posted: 10/25/2007 Date updated: 10/25/2007					

Form BA-9 (Initial Manual Entry Screen)

Home	Search	Site Map	Contact Us	Employee Online Services	
RRB Employer Reporting System				Logout	
New Items (259)	Pending Items (8)	Completed Items (13)	Forms	My Account	Reports

US Railroad Retirement Board Form Approved
OMB No. 3220-0173
Form BA-9 (xx-xx)

Report of Separation Allowance or Severance Pay

Please fill in the following information and click the submit button to display the BA-9 form and adjust amounts.

Employer BA Number: 1621

Year:


Social Security Number:

Employee Last Name:

Employee First Name:


Employee Middle Initial:

Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------


[RECOVERY.GOV](#)

U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)



Date posted: 10/25/2007
Date updated: 10/25/2007

Form BA-9

Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Log		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (9)	Completed Items (126)	Forms	My Account	Reports

Railroad Retirement Board	Form Approved OMB No. 3220-0173												
Form BA-9 (xx-xx)													
Report of Separation Allowance or Severance Pay													
<p>2015</p> <p style="text-align: center;">Completion Instructions</p> <p>1. Employee</p> <p>SS Number : 123456789 <input type="checkbox"/> Not US Social Security Number <input type="radio"/> Increase <input type="radio"/> Decrease</p> <p>Last Name : Public First Name : John Middle Initial : Q</p> <p>2. Separation Allowance or Severance Pay Reported for 2015</p> <p style="text-align: center;">Enter the compensation amount. New amount values will be calculated automatically in item 3.</p> <p>Compensation Amount: \$ <input style="width: 100px;" type="text"/></p> <p><input type="radio"/> Initial or First Periodic Payment of the Separation Allowance or Severance Pay <input type="radio"/> Increase Adjustment to a Previous Report <input type="radio"/> Decrease Adjustment to a Previous Report <input type="radio"/> Periodic Payment - NOT the Initial or Final Payment <input type="radio"/> Periodic Payment - Final Payment</p> <p>3. Maximums for 2015</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Maximum for 2015</th> <th style="width: 15%;">Current Amount</th> <th style="width: 15%;">Adjustment Amount</th> <th style="width: 15%;">New Amount</th> <th style="width: 20%;">Date Rights Relinquished</th> </tr> </thead> <tbody> <tr> <td>Tier 2:</td> <td>\$ 60,000.00</td> <td>\$40,000.00</td> <td>\$ <input style="width: 50px;" type="text"/></td> <td>\$ <input style="width: 50px;" type="text"/></td> <td><input style="width: 50px;" type="text"/></td> </tr> </tbody> </table> <p>4. Separation Information</p> <p>BA-3/BA-4 Amount \$ <input style="width: 100px;" type="text"/> Gross Separation Allowance \$ <input style="width: 100px;" type="text"/></p> <p>Year <input style="width: 50px;" type="text" value="2015"/> Last Pay Rate \$ <input style="width: 100px;" type="text"/></p> <p>5. Pay Rate Code</p> <p><input type="radio"/> Per Hour <input type="radio"/> Per Day <input type="radio"/> Per Week <input type="radio"/> Per Month</p> <p>6. Work Week Code</p> <p><input type="radio"/> 5-Day Week <input type="radio"/> 6-Day Week <input type="radio"/> 7-Day Week <input type="radio"/> Train & Engine Service <input type="radio"/> Dining Car & Pullman Service</p> <p style="text-align: center; color: blue;">Paperwork Reduction Act Notice</p> <p style="text-align: center;"> <input type="button" value="Save and Return"/> <input type="button" value="Reset Record"/> <input type="button" value="Exit/ No Action"/> </p>			Maximum for 2015	Current Amount	Adjustment Amount	New Amount	Date Rights Relinquished	Tier 2:	\$ 60,000.00	\$40,000.00	\$ <input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Maximum for 2015	Current Amount	Adjustment Amount	New Amount	Date Rights Relinquished								
Tier 2:	\$ 60,000.00	\$40,000.00	\$ <input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>								

Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------

Link to
REC
[RECOVERY.GOV](#)

Link to
FICA

U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)

RRB
Home
Page

Date posted: 10/25/2007
Date updated: 10/25/2007

Completion Instructions

Item

1. **Employee** – Check *Increase* for an Initial Report or Increase Adjustment or *Decrease* for a Decrease Adjustment or Periodic Payment.

2. **Separation Allowance or Severance Pay Reported**
For an initial report, check *Initial or First Periodic Payment of the Separation Allowance or Severance Pay* and enter the amount of separation allowance or severance pay subject to Tier II taxation.
For an Adjustment report, check the applicable adjustment (Increase Adjustment to a Previous Report, Decrease Adjustment to a Previous Report, Periodic Payment – NOT the Initial or Final Payment, or Periodic Payment – Final Payment) and enter the amount to be applied to the previous report.
 If an allowance or payment is made to an employee who has already been credited with maximum earnings in that year and no tax is deducted, check *Initial or First Periodic Payment of the Separation Allowance or Severance Payment* and enter 0.00.
Note: If a separation allowance or severance payment was paid in more than one year, the amount subject to Tier II tax in each year should be entered on a separate report.

3. **Maximums** – Enter the date the employee separated and relinquished employment rights.

4. **Separation Information**
BA-3/BA-4 Amount – Enter the amount of all or part of the separation allowance/severance payment entered under the Separation Allowance or Severance Pay Reported for the applicable tax year heading that was credited compensation and included on your Form BA-3, *Annual Report of Creditable Compensation*, or credited to the day last worked on Form BA-4, *Report of Creditable Compensation Adjustments*.
Year – Choose the year for which the BA-3 or the BA-4 amount was reported.
Gross Separation Allowance - Enter the **whole dollars** the **total gross** amount of the separation or severance allowance. The amount should be rounded, if necessary, so that it **will not** include two digits representing cents. This amount is **not** reduced for payroll deductions, for either Tier I or Tier II compensation maximums, or tax ceilings. If the amount is being paid in installments, show the sum of **all** the installments before deductions.
Last Pay Rate - Enter the employee's last rate of pay. This amount is used to establish a disqualification period under the Railroad Unemployment Insurance Act.

5. **Pay Rate Code** - Check the code corresponding to the period to which the rate of pay applies.

6. **Work Week Code** – Check the code corresponding to the employee's normal work week.

Note: If the separation allowance or severance pay is being paid in installments over several years, **complete Gross Separation Allowance, Last Pay Rate, Pay Rate Code, and Work Week Code ONLY for the first year the installment payments are reported.** Show the gross amount of the separation allowance or severance payments (i.e., the total of all installment payments that will be made to the employee) in Gross Separation Allowance.

Paperwork Reduction Act Notice

We estimate this form takes an average of 15 minutes to complete, including the time for reviewing the instructions, getting the needed data, and reviewing the completed screen. 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. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing completion time, to Chief of Information Resources Management, Railroad Retirement Board, 844 N. Rush St, Chicago, IL 60611-2092.

[Close Window](#)

Form BA-9 (Initial Manual Entry Screen - Pending Items)

Home	Search	Site Map	Contact Us	Employee Online Services	
RRB Employer Reporting System Logout					
New Items (259)	Pending Items (3)	Completed Items (13)	Forms	My Account	Reports

- » [BA-9 \(2\)](#)
- » [BA-4 \(1\)](#)
- » [ID-3S \(0\)](#)
- » [ID-3U \(0\)](#)
- » [BA-3 \(0\)](#)
- » [BA-11 \(0\)](#)

Form Approved
OMB No. 3220-0173

Report of Separation Allowance or Severance Pay

information and click the submit button to display the BA-9 form and adjust amounts.

Employer BA Number: 1621

Year:


Social Security Number:

Employee Last Name:

Employee First Name:


Employee Middle Initial:

Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------


[RECOVERY.GOV](#)

U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)



Date posted: 10/25/2007
Date updated: 10/25/2007

Form BA-9 (Pending Items Screen)

Home	Search	Site Map	Contact Us	Employee Online Services
----------------------	------------------------	--------------------------	----------------------------	--

Employer Reporting System Log	RRB Employer Reporting System	Logout			
New Items (358)	Pending Items (4)	Completed Items (123)	Forms	My Account	Reports




BA-9 Forms Requiring Processing

[Submit New BA-9 Form](#)
[Approve All BA-9 Forms](#)

Form	SSN	Last Name	Tax Year	Status
BA-9	***-**-6789	Public	2015	<input type="checkbox"/>
BA-9	***-**-3232	tertererte	2015	<input type="checkbox"/>

The information contained in this report is required by law under Section 9 of the Railroad Retirement Act and Section 6 of the Railroad Unemployment Insurance Act. By approving this form, I affirm that to the best of my knowledge, the information I have given is true, complete, and correct. I understand that failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.

Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------

 RECOVERY.GOV		U.S. Railroad Retirement Board 844 North Rush Street Chicago IL, 60611-2092	Toll Free: (877) 772-5772 TTY: (312) 751-4701 Directory: (312) 751-4300 Locate an RRB office near you	
---	---	---	--	---

Date posted: 10/25/2007
Date updated: 10/25/2007

Message after Selecting Approve All BA-9 Forms

Approve All BA-9 Forms x

Are you sure you want to approve all BA-9 forms awaiting approval?


Approve All BA-9 Forms Confirmation Message


Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Log		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (2)	Completed Items (125)	Forms	My Account	Reports

Confirmation Message

All BA-9 forms were successfully approved.
You will be redirected to the Completed Items Screen.


Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------


[RECOVERY.GOV](#)


[USA.gov](#)

U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)


[RRB Home Page](#)


Date posted: 10/25/2007
Date updated: 10/25/2007


Form BA-9 Individual Pending Record Screen

Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Log		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (9)	Completed Items (126)	Forms	My Account	Reports

Railroad Retirement Board	Form Approved OMB No. 3220-0173										
Form BA-9 (xx-xx)											
Report of Separation Allowance or Severance Pay											
2015											
Completion Instructions											
1. Employee											
SS Number : 123456789	<input type="checkbox"/> Not US Social Security Number										
	<input checked="" type="radio"/> Increase <input type="radio"/> Decrease										
Last Name : Public	First Name : John Middle Initial : Q										
2. Separation Allowance or Severance Pay Reported for 2015											
Enter the compensation amount. New amount values will be calculated automatically in item 3.											
Compensation Amount: \$ <input type="text" value="2.00"/>											
<input checked="" type="radio"/> Initial or First Periodic Payment of the Separation Allowance or Severance Pay <input type="radio"/> Increase Adjustment to a Previous Report <input type="radio"/> Decrease Adjustment to a Previous Report <input type="radio"/> Periodic Payment - NOT the Initial or Final Payment <input type="radio"/> Periodic Payment - Final Payment											
3. Maximums for 2015											
Tier 2:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Maximum for 2015</td> <td style="text-align: center;">Current Amount</td> <td style="text-align: center;">Adjustment Amount</td> <td style="text-align: center;">New Amount</td> <td style="text-align: center;">Date Rights Relinquished</td> </tr> <tr> <td style="text-align: center;">\$ 60,000.00</td> <td style="text-align: center;">\$ 40,000.00</td> <td style="text-align: center;">\$ 2.00</td> <td style="text-align: center;">\$ 40,002.00</td> <td style="text-align: center;">03/18/2015</td> </tr> </table>	Maximum for 2015	Current Amount	Adjustment Amount	New Amount	Date Rights Relinquished	\$ 60,000.00	\$ 40,000.00	\$ 2.00	\$ 40,002.00	03/18/2015
Maximum for 2015	Current Amount	Adjustment Amount	New Amount	Date Rights Relinquished							
\$ 60,000.00	\$ 40,000.00	\$ 2.00	\$ 40,002.00	03/18/2015							
4. Separation Information											
BA-3/BA-4 Amount \$ <input type="text" value="44.00"/>	Gross Separation Allowance \$ <input type="text" value="54.00"/>										
Year <input type="text" value="2015"/>	Last Pay Rate \$ <input type="text" value="22.50"/>										
5. Pay Rate Code											
<input checked="" type="radio"/> Per Hour <input type="radio"/> Per Day <input type="radio"/> Per Week <input type="radio"/> Per Month											
6. Work Week Code											
<input checked="" type="radio"/> 5-Day Week <input type="radio"/> 6-Day Week <input type="radio"/> 7-Day Week <input type="radio"/> Train & Engine Service <input type="radio"/> Dining Car & Pullman Service											
Paperwork Reduction Act Notice											
<p>The information contained in this report is required by law under Section 9 of the Railroad Retirement Act and Section 6 of the Railroad Unemployment Insurance Act. By approving this form, I affirm that to the best of my knowledge, the information I have given is true, complete, and correct. I understand that failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.</p>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 2px 10px;">Approve Record</td> <td style="border: 1px solid gray; padding: 2px 10px;">Save and Return</td> <td style="border: 1px solid gray; padding: 2px 10px;">Reset Record</td> <td style="border: 1px solid gray; padding: 2px 10px;">Exit/ No Action</td> <td style="border: 1px solid gray; padding: 2px 10px;">Delete Record</td> </tr> </table>		Approve Record	Save and Return	Reset Record	Exit/ No Action	Delete Record					
Approve Record	Save and Return	Reset Record	Exit/ No Action	Delete Record							


Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------





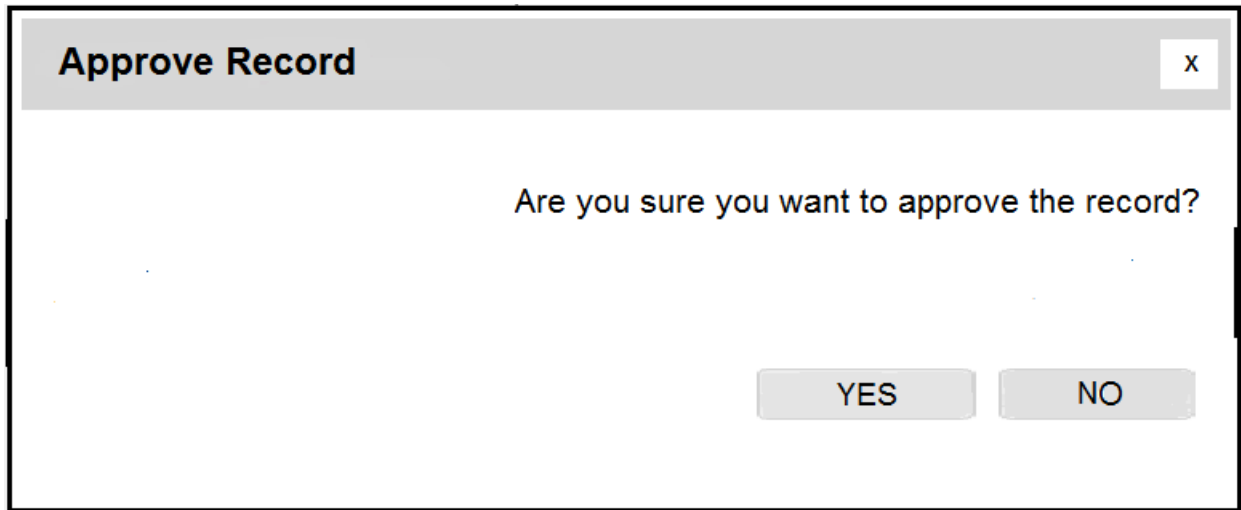
U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)



Date posted: 10/25/2007
Date updated: 10/25/2007

Message after Selecting Approve Record Button




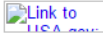

Approve Record Confirmation Message

Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Login		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (2)	Completed Items (125)	Forms	My Account	Reports

Confirmation Message

The BA-9 record was successfully approved.
You will be redirected to the Completed Items Screen.

Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------

 RECOVERY.GOV		<p>U.S. Railroad Retirement Board 844 North Rush Street Chicago IL, 60611-2092</p>	<p>Toll Free: (877) 772-5772 TTY: (312) 751-4701 Directory: (312) 751-4300 Locate an RRB office near you</p>	 RRB Home Page
---	---	--	--	--

Date posted: 10/25/2007
Date updated: 10/25/2007

Completed Items Screen


Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Login		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (4)	Completed Items (123)	Forms	My Account	Reports

Recently Completed BA-9 Forms


[Submit New BA-9 Form](#)

Form	SSN	Last Name	Tax Year	Status
BA-9	***-**-1987	Baelish	1999	✓
BA-9	***-**-4321	Lannister	2010	✓
BA-9	***-**-6789	Public	2015	✓
BA-9	***-**-5330	rterter	2015	✓
BA-9	***-**-6789	Uram	2014	✓
BA-9	***-**-6789	Uram	2015	✓
BA-9	***-**-	nweerwerwe	2015	✓
BA-9	***-**-1654	Momont	2007	✓
BA-9	***-**-1897	Tully	2015	✓
BA-9	***-**-4234	ewrewrwerwe	2015	✓
BA-9	***-**-3232	tertererte	2015	✓

Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------




[RECOVERY.GOV](#)



[USA.gov](#)

U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)



[RRB Home Page](#)

Date posted: 10/25/2007
Date updated: 10/25/2007

Form BA-9 Individual Completed Record Screen

Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Log		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (9)	Completed Items (126)	Forms	My Account	Reports

Railroad Retirement Board	Form Approved OMB No. 3220-0173			
Form BA-9 (xx-xx)				
Report of Separation Allowance or Severance Pay				
2015				
Completion Instructions				
1. Employee				
SS Number : 123456789	<input type="checkbox"/> Not US Social Security Number			
	<input checked="" type="radio"/> Increase <input type="radio"/> Decrease			
Last Name : Public	First Name: John Middle Initial : Q			
2. Separation Allowance or Severance Pay Reported for 2015				
Enter the compensation amount. New amount values will be calculated automatically in item 3.				
Compensation Amount: \$ <input type="text" value="2.00"/>				
<input checked="" type="radio"/> Initial or First Periodic Payment of the Separation Allowance or Severance Pay <input type="radio"/> Increase Adjustment to a Previous Report <input type="radio"/> Decrease Adjustment to a Previous Report <input type="radio"/> Periodic Payment - NOT the Initial or Final Payment <input type="radio"/> Periodic Payment - Final Payment				
3. Maximums for 2015				
Maximum for 2015	Current Amount	Adjustment Amount	New Amount	Date Rights Relinquished
Tier 2: \$ <input type="text" value="60,000.00"/>	\$ <input type="text" value="40,000.00"/>	\$ <input type="text" value="2.00"/>	\$ <input type="text" value="40,002.00"/>	<input type="text" value="03/18/2015"/>
4. Separation Information				
BA-3/BA-4 Amount \$ <input type="text" value="44.00"/>	Gross Separation Allowance \$ <input type="text" value="54.00"/>			
Year <input type="text" value="2015"/>	Last Pay Rate \$ <input type="text" value="22.50"/>			
5. Pay Rate Code				
<input checked="" type="radio"/> Per Hour <input type="radio"/> Per Day <input type="radio"/> Per Week <input type="radio"/> Per Month				
6. Work Week Code				
<input checked="" type="radio"/> 5-Day Week <input type="radio"/> 6-Day Week <input type="radio"/> 7-Day Week <input type="radio"/> Train & Engine Service <input type="radio"/> Dining Car & Pullman Service				
Paperwork Reduction Act Notice				
<input type="button" value="Exit/ No Action"/>		<input type="button" value="Print Record"/>		

Link to REC	Link to TICA	RECOVERY.GOV
-----------------------------	------------------------------	------------------------------

U.S. Railroad Retirement Board
 844 North Rush Street
 Chicago IL, 60611-2092
 Toll Free: (877) 772-5772
 TTY: (312) 751-4701
 Directory: (312) 751-4300
[Locate an RRB office near you](#)

[RRB Home Page](#)

Date posted: 10/25/2007
 Date updated: 10/25/2007

- 17 -

Form BA-9 (Employer Upload Screen)

Home Search Site Map Contact Us Employee Online Services

RRB Employer Reporting System [Logout](#)

[New Items \(358\)](#) [Pending Items \(4\)](#) [Completed Items \(123\)](#) [Forms](#) [My Account](#) [Reports](#)

US Railroad Retirement Board Form Approved
Form BA-9 (xx-xx) OMB No. 3220-0173

BA-9: Report of Separation Allowance or Severance Pay
Employer Upload Screen

BA Number: 1621

[Privacy Policy](#) [Policies & Links](#) [Freedom of Information Act](#) [No FEAR Act Data](#) [Frequently Asked Questions](#) [About Us](#)

[Link to RF](#) [Link to](#) [RRB Home Page](#)

RECOVERY.GOV

U.S. Railroad Retirement Board Toll Free: (877) 772-5772
844 North Rush Street TTY: (312) 751-4701
Chicago IL, 60611-2092 Directory: (312) 751-4300
[Locate an RRB office near you](#)


Date posted: 10/25/2007
Date updated: 10/25/2007


Form BA-9 (Upload Grand Totals Screen)

Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Logo		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (9)	Completed Items (126)	Forms	My Account	Reports

Railroad Retirement Board						Form Approved
Form BA-9 (xx-xx)						OMB No. 3220-0173
Report of Separation Allowance or Severance Pay						
BA Number: 1621						
Sort SSN by: <input type="checkbox"/> Full <input type="checkbox"/> last four digits						
SSN	Tax Year	Inc/Dec	Last Name	Middle Initial	First Name	Date Rights Relinquished
****6789	2007	Inc	Doe	X	John	03/07/2007
****4321	2013	Dec	Doe	Y	Jane	05/13/2013
GRAND TOTALS						
Total Record Count	Total Separation Allowance Amount		Total Separation Allowance on Form BA-3/BA-4		Total Gross Amount of Separation/ Severance Allowance	
2	52.00		50044.00		60054.00	
<p>The information contained in this report is required by law under Section 9 of the Railroad Retirement Act and Section 6 of the Railroad Unemployment Insurance Act. By approving this form, I affirm that to the best of my knowledge, the information I have given is true, complete, and correct. I understand that failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.</p>						
<input type="button" value="Enter New Record"/> <input type="button" value="Approve Upload"/> <input type="button" value="Update BA-9"/> <input type="button" value="Save and Return"/> <input type="button" value="Delete"/>						
<input type="button" value="Summary Report"/> <input type="button" value="Detail Report"/>						


Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------





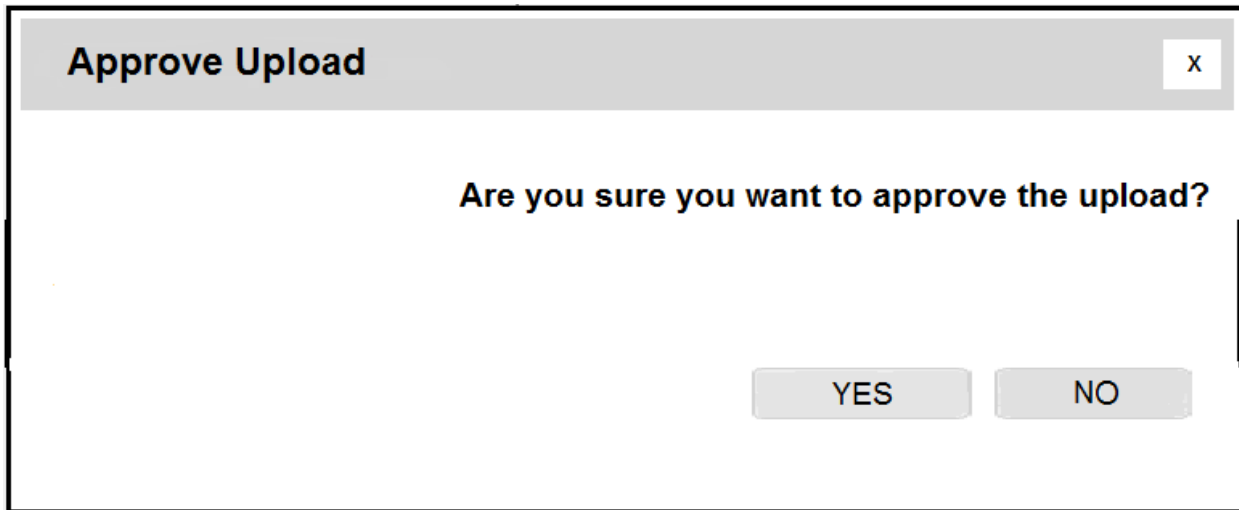
U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)



Date posted: 10/25/2007
Date updated: 10/25/2007

Message after Selecting Approve Upload Button




Approve Upload Confirmation Message


Home	Search	Site Map	Contact Us	Employee Online Services	
Employer Reporting System Log		RRB Employer Reporting System			Logout
New Items (358)	Pending Items (2)	Completed Items (125)	Forms	My Account	Reports

Confirmation Message

The uploaded BA-9 report file was successfully approved.
You will be redirected to the Completed Items Screen.


Privacy Policy	Policies & Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
--------------------------------	--------------------------------------	--	----------------------------------	--	--------------------------


[RECOVERY.GOV](#)


[USA.gov](#)

U.S. Railroad Retirement Board
844 North Rush Street
Chicago IL, 60611-2092

Toll Free: (877) 772-5772
TTY: (312) 751-4701
Directory: (312) 751-4300
[Locate an RRB office near you](#)


[RRB Home Page](#)

Date posted: 10/25/2007
Date updated: 10/25/2007

Form BA-9 (Internet)

The proposed BA-9 (Internet), *Report of Separation Allowance or Severance Pay*, is not a form in the traditional sense but more of a process. Although it collects essentially the same information as the other approved versions of the BA-9, it consists of a series of screens, which collect the necessary information and provide for the required notices and certifications, as well as help messages designed to guide the user through the system and complete a successful transaction. The user accesses Form BA-9 (Internet) through the Employer Reporting System (ERS) on the RRB's website (**Screen 1**).

1. The combination of the user ID and password serve as the user's signature for certifying the information submitted while logged into the system (**Screen 2**). In most cases, the user has "Update" authority only and can only enter the report information. A user with Approve authority must then approve the reports.
2. Upon logging into ERS, the user is brought to the Main Menu Screen and selects "BA-9" from the items listed under "Forms" (**Screen 3**).
3. To assist in the completion of the BA-9 report, the user is presented with the "Selection Screen" (**Screen 4**), which consists of 2 options:
 - a. Option 1 – Manually Enter an Individual BA-9 Report

- (1) Pressing "Submit" on Screen 4 accesses the "Initial Manual Entry" screen (**Screen 5**) where the user selects the applicable tax year and enters the employee's identifying information (social security number, last name, first name, and middle initial) before clicking "Submit" to access the BA-9 report screen (**Screen 6**). The RRB prefills the identifying information that was entered by the user on Screen 5 onto Screen 6.

The user accesses the Completion Instructions (**Screen 7**) and the Paperwork Reduction Act Notice (**Screen 8**) by clicking on links on the BA-9 Report screen (**Screen 6**).

The user completes Items 1-6 as follows:

Item 1 - **Employee**

The user checks "**Increase**" for an Initial Report or an Increase Adjustment or "**Decrease**" for a Decrease Adjustment.

Item 2 - **Separation Allowance or Severance Pay Reported**

- **Initial Report** - The user selects "Initial or First Periodic Payment of the Separation Allowance or Severance Pay" and enters the amount of the separation allowance or severance pay subject to Tier II taxation.
- **Adjustment Report** - The user selects the applicable adjustment (Increase Adjustment to Previous Report, Decrease Adjustment to Previous Report, Periodic Payment – Not the Initial or Final Payment, or Periodic Payment – Final Payment), and enters the net increase or decrease amount to be applied.

Note: If an allowance or payment is made to an employee who had already been credited with maximum earnings in that year and no tax is deducted, the user selects “Initial or First Periodic Payment” of the separation allowance and enters 0.00. If a separation allowance or severance pay was paid in more than one year, the amount subject to Tier II tax in each year must be entered on a separate report.

Item 3 - **Maximums** – The RRB prefills the Tier II “Maximum” and “Current Amount” (if available) for the applicable tax year. The “Adjustment Amount” prefills from the “Compensation Amount” in Item 2. The user enters the date the employee separated and relinquished employment rights and the system automatically calculates the new amount.

Item 4 - **Separation Information**

- **BA-3/BA-4 Amount** – The user enters the amount of all or part of the separation allowance/severance payment that was credited compensation and included on Form BA-3, *Annual Report of Creditable Compensation* (3220-0008), or credited to the day last worked on Form BA-4, *Report of Creditable Compensation Adjustments* (3220-0008).
- **Gross Separation Allowance** – The user enters the **total gross** amount of the separation or severance allowance. This amount is **not** reduced for payroll deductions, for either Tier I or Tier II compensation maximums, or tax ceilings. If the amount is being paid in installments, the employer shows the sum of **all** the installments before deductions.
- **Year** – The user selects the year for which the separation allowance/ severance payment was reported.
- **Last Pay Rate** – The user enters the employee’s last pay rate. This amount is used to establish a disqualification period under the Railroad Unemployment Insurance Act.

Item 5 - **Pay Rate Code** – The user checks the code corresponding to the period to which the rate of pay applies (Per Hour, Per Day, Per Week, or Per Month).

Item 6 - **Work Week Code** – The user checks the code corresponding to the employee’s normal work week (5-Day Week; 6-Day Week; 7-Day Week; Train & Engine Service; or Dining Car & Pullman Service).

(2) After completing the necessary items, the user has the option of clicking:

- *Save and Return* - To save the information to “Pending Items,” where it will be approved later and return to the “Initial Manual Entry Screen (**Screen 5**) to enter another BA-9 report.
- *Reset Record* - To reset the screen to clear or re-enter any previous incorrect entries.
- *Exit/No Action* - To return to the BA-9 “Selection” Screen (**Screen 4**) without saving any information.

(3) Once the user hits “Save and Return” they are automatically returned to the “Initial Manual Entry Screen” (**Screen 9**). If they have completed all of their BA-9

entries, they can logout or click “Pending Items” on the tool bar and select “BA-9” from the dropdown items to bring them to the “Pending Items” screen (**Screen 10**). They then have the option of clicking:

- *Submit New BA-9 Form* – To redirect the user to the “Initial Manual Entry Screen” (**Screen 5**) where they can enter another record if necessary.
- *Approve All Records* – That directs the user to **Screen 11**, which asks if they are sure they want to approve all BA-9 reports. Once they click “Yes,” they receive a confirmation message that the reports were successfully approved (**Screen 12**). If they click “No,” they are returned to the previous screen and the file remains in “Pending Items” (**Screen 10**) until approved. **Note:** Screen 10 contains the appropriate certification/fraud statement.
- *An employee’s social security number* – Which accesses the “Individual Pending Record” screen (**Screen 13**) used to view, update, delete, or approve the information previously entered for the individual. This is especially useful when a user with approval authority enters only a single or few records.
- *If approving the information, the user is directed to Screen 14* that asks if they are sure they want to approve the individual BA-9 record. Once they click “Yes,” they receive a confirmation message that the record was successfully approved (**Screen 15**). The system then moves the item to “Completed Items” and the user to the “Completed Items” screen (**Screen 16**) where they can click on a record to view and/or print an individual’s completed record (**Screen 17**), or they can logout or access any of the menus on the toolbar. If they click “No,” on **Screen 14**, they are returned to the previous screen and the individual’s file remains in “Pending Items” (**Screen 10**) until approved. **Note:** Screen 13 contains the appropriate certification/fraud statement.

b. Option 2 - Upload a Completed BA-9 Report File

Pressing “Submit” on **Screen 4** accesses the “Employer Upload” screen (**Screen 18**) where the user must press the “Browse” button to locate the file on their computer to upload to ERS. Before the upload, the electronic report file must be formatted with the correct record layout (**Attachment 2**). Pressing the “Upload File” button transfers the file to the “Upload Grand Totals” screen (**Screen 19**). The user then has the option of clicking:

- (1) *Enter New Record* - To create an individual BA-9 record and insert it into the uploaded BA-9 report file.
- (2) *Approve Upload* - To move the uploaded BA-9 report file to “Completed Items” (**Screen 16**).
 - (a) After clicking on “Approve Upload,” a confirmation screen appears asking if the user is sure they want to approve the upload (**Screen 20**).
 - (b) When “Yes” is selected a confirmation message appears that the “Upload Was Successfully Approved” (**Screen 21**) and the user is redirected to the “Completed Items” screen (**Screen 16**) where they can logout or access any of the menus on the toolbar.
- (3) *Update BA-9* – Used by the Approver to update the BA-9 report after making a correction to the file previously entered by the approver’s designee.
- (4) *Save and Return* - To save the uploaded file to the “Employer Upload” screen (**Screen 18**) and return to the “Pending Items” screen (**Screen 10**); **Note:** The

person uploading the record(s) usually does not have Approval authority and must send the uploaded records to "Pending Items" for final approval.

- (5) *Delete* - To delete the uploaded file and return to the "Selection" screen (**Screen 4**) where they can re-upload a new or corrected file, logout, or access any of the menus on the toolbar.
- (6) *Summary Report* - To print the information listed on the "Upload Grand Totals" screen (**Screen 18**).
- (7) *Detail Report* - To print all of the information contained in the uploaded file.