#### 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 monitore facilitate protection against un Monitoring includes, but is not During monitoring, information	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 licen Use of this RRB system, autl may subject you to criminal p administrative, criminal or oth	sed hardware and software tha horized or unauthorized, constit rosecution. Evidence of unauth er adverse action.	t has been scanned for utes consent to monitori orized use collected duri	viruses will be permitted on th ing. Unauthorized use of this f ing monitoring may be used fo	is network. RRB system r						
	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 T <u>Contact an RRB office near you</u>	TY: (312) 751-4701								

## RRB Employer Reporting System (ERS) Login Screen

ERS	United States Railroad Retirement Board
Submission of your User ID a	Please Login         User ID:         Password:         Log In    Ind Password will serve as your signature for certifying the information you submit while logged on this system.
Privacy Policy Policies Links	reedom of Information Act No FEAR Act Data Frequently Asked Questions About Us
USA.gov	U.S. Railroad Retirement Board 844 North Rush Street Chicago Illinois, 60611-2092 Telephone: (312) 751-7139 TTY: (312) 751-4701 <u>Contact an RRB office near you</u>

### ERS Main Menu Screen (Forms)

Home	Search	Site Map	Contact Us	Employee Online Services							
	Logout										
New Items	(259)	Pending Items (3)	Completed Items (7)	Forms	My	Account F	Reports				
				» BA-4							
Broadcas	t Message			» BA-6a							
*****Eliminat	ion of PAPER	Forms BA-4, BA-6a & E	3A-11*****The RRB will eliminate	» BA-3		Forms BA-4, Rep	ort of Creditab	le Compensation Adjustment,			
BA-6a, Addr	ess Report & I	BA-11, Report of Gross	Earnings beginning January 1, 2 to employers using other filing i	» BA-11		d now use the Em	ployer Reporti	ng System (ERSNet) to file those			
ability to crea	ate summary r	eports, automated email	I form/file receipt responses and	» ID-3S		If you use the ER	SNet system,	you do not need to file Form G-			
Report of Cr	ystem autnent editable Comp	ensation Adjustment, B	A-6a, Address Report & BA-11, I	» ID-3U		ngs". The online v	ersion can be	found on our website at			
http://www.r	rb.gov/AandT/	pl/pl1405.asp .		» BA-9							
			You have 259 transaction	ns in you	ır New I	tems folder.					
			Form Name ID-4E	N	ew Iten 259	ns					
	Privacy Policies & Links Freedom of Information Act No FEAR Act Data Frequently Asked Questions About Us										
		RECOVERY.GO	U.S. Rairoad Re 844 North Rush Chicago IL, 6061	etirement Bo Street 1-2092	rd Toll Fre TTY: (3 Director Locate :	e: (877) 772-5772 12) 751-4701 y: (312) 751-4300 an RRB office near you					
			Date post Date upda	ed: 10/25/2 ted:10/25/2	2007 2007			-			

Home	Search	Site Map	Contact Us	Employee Onl	ine Services			
	RRB Employer Reporting System							
New Items (25	59) Pe	ending Items (8)	Completed Items (13)	Forms	My Account	Reports		
	US R Form	ailroad Retirement B BA-9 (xx-xx)	oard			Form Approved OMB No. 3220-0173		
			Report of Separation	Allowance of	r Severance Pay			
			BA Nur	nber: 1621				
			Please select one of	the following a	actions:			
	Ом	anually enter an indiv	ridual BA-9 report					
	<b>U</b>	pload a completed B/	A-9 report file					
			Submit	Return to	Menu			
	F	Privacy Policy Policies 8	Links Freedom of Information A	ct No FEAR Act [	ata Frequently Asked (	Questions About Us		
			U.S. Railroad Re 844 North Rush Chicago IL, 6061	tirement Board To Street TT 1-2092 Dir Lo	II Free: (877) 772-5772 Y: (312) 751-4701 rectory: (312) 751-4300 cate an RRB office near y	ou		
		RECOVERT.COV	Date poste Date updat	ed: 10/25/2007 ed:10/25/2007				

## Form BA-9 (Selection Screen)

Home	Search	n Site Map	Contact Us	En	nployee Onlin	e Services		
			RRB E	mplo	yer Reporti	ng System		Logou
New Items (	259)	Pending Items (8)	Completed Items (13)	F	Forms	My Accour	nt Reports	
		US Railroad Retirement B Form BA-9 (xx-xx)	oard				Form Approved OMB No. 3220-0173	3
			Report of Separation /	Allov	vance or	Severance	Pay	
		Please fill in the followin	g information and click the sub	mit bu	utton to disp	lay the BA-9 fo	orm and adjust amounts.	
			Employer B/	A Nun	nber: 1621			
			١	′ear	2015 🔻			
			Social Security Nun	nber:	123456	6789	]	
			Employee Last Na	ime:	Public	;	]	
			Employee First Na	ime:	John		]	
			Employee Middle In	itial:	Q		]	
			[	Sub	mit			
		Privacy Policy Policies &	Links Freedom of Information A	ct No	FEAR Act Da	ta Frequently A	sked Questions About Us	
		RECOVERY GOV	U.S. Railroad Re 844 North Rush Chicago IL, 6061	tiremer Street 1-2092	nt Board Toll F TTY: Direc Loca	Free: (877) 772-5 (312) 751-4701 tory: (312) 751-4 te an RRB office i	772 300 <u>near you</u>	
			Date poste Date updat	d: 10/ ed:10	25/2007 /25/2007			

# Form BA-9 (Initial Manual Entry Screen)

Form BA-9

Home	Search	Site Map	Contact Us	Employee Online Services							
Employer Re	porting System Lo	go		RRB Employer Reporting System	Logo						
New Items (35	58) Pendir	ng Items (9) Compl	eted Items (126)	Forms My Account Reports							
		Railroad Retirement Bo Form BA-9 (xx-xx)	ard		Form Approved OMB No. 3220-0173						
		Report of Separation Allowance or Severance Pay									
				2015							
				Completion Instructions							
		1. Employee									
		SS Number : 123456	789	Not US Social Security Number	<ul> <li>Increase</li> <li>Decrease</li> </ul>						
		Last Name : Public		First Name: John	Middle Initial : <b>Q</b>						
			2. Separatio	n Allowance or Severance Pay Rep	ported for 2015						
			Enter the comper	nsation amount. New amount values will be calculated a	automatically in item 3.						
		Compensation Amount Initial or First Perior Increase Adjustmer Decrease Adjustme Periodic Payment - Periodic Payment -	In: 5 iic Payment of the Set t to a Previous Report nt to a Previous Report NOT the Initial or Final Final Payment	eparation Allowance or Severance Pay t rt al Payment							
				2. Novimumo for 2045							
		Maximum Tier 2: \$ 60,000.0	for 2015 Cu 0 \$40,0	3. Maximums for 2015           rrent Amount         Adjustment Amount         New Am           00.00         \$         \$	ount Date Rights Relinquished						
				4. Separation Information							
		BA-3/BA	-4 Amount 5	Gross Separation Allo	wance \$						
			Year 2015	▼ Last Pay	y Rate S						
				5. Pay Rate Code							
		Per Hou	r	Per Day Per Week	Per Month						
				6. Work Week Code							
		5-Day Week	6-Day Week	○ 7-Day Week ○ Train & Engine Service	Dining Car & Pullman Service						
			S	Paperwork Reduction Act Notice ave and Return Reset Record Exit/ N	lo Action						
		Privacy Policy	Policies & Links Freedo	om of Information Act No FEAR Act Data Frequently Asked Q	uestions About Us						
			k C Y.GOV	U.S. Raitroad 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 vo	RRB Home Page						
				Date updated: 10/25/2007							

#### **Completion Instructions**

- Ite m <u>Employee</u> – Check *Increase* for an Initial Report or Increase Adjustment or 1. *Decrease* for a Decrease Adjustment or Periodic Payment.

#### 2. <u>Separation Allowance or Severance Pay Reported</u>

**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 <u>subject to Tier II taxation</u>.

**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 of 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. <u>Maximums</u> – Enter the date the employee separated and relinquished employment rights.

#### 4. <u>Separation Information</u>

**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. <u>Work Week Code</u> 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 <u>ONLY</u> 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** 

Home	Search	Site Map	Contact Us	Employee Onl	line Services		
			RRB Emp	loyer Repor	rting System		Logout
New Items (	(259)	Pendina Items (3)	Completed Items (13)	Forms	My Account	Reports	
	Γ	» BA-9 (2)	rd			Form Approved	]
		» BA-4 (1)				OMB No. 3220-0173	
		» ID-3S (0)	Report of Separation All	owance o	r Severance Pay		
		» ID-3U (0)	nformation and click the submit	button to die	colay the BA 9 form a	nd adjust amounts	
		» BA-3 (0)	niormation and click the submit	button to us		nu aujust amounts.	
		» BA-11 (0)	Employer BA N	lumber: 16	21		
		-	Yea	r	•		
			Social Security Numbe	<b>r.</b>			
			Employee Last Name				
			Employee First Name	e:			
			Employee Middle Initia	l:			
			S	ubmit			
		Privacy Policy Policies &	Links Freedom of Information Act	No FEAR Act [	Data Frequently Asked	Questions About Us	
		RECOVERY.GOV	U.S. Railroad Retire 844 North Rush Stre Chicago IL, 60611-2	mentBoard To et TT D92 Dir Lo	oll Free: (877) 772-5772 FY: (312) 751-4701 rectory: (312) 751-4300 icate an RRB office near y	ou	
			Date posted: Date updated:	10/25/2007 10/25/2007			

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

Home Search	Site Map	Contact Us	Employee O	nline Services		
Employer Reporting	System Logo		RRB Employer R	eporting System		Logout
New Items (358)	Pending Items (4)	Completed Items (	123) Forms	My Account	Reports	
BA-9 Forms Requi	ring Processing					
Submit New BA-9 For	<u>n</u>					
Approve All BA-9 Forn	<u>15</u>					
	Form	SSN	Last Name	Tax Year	Status	
	BA-9	***-**-6789	Public	2015	0	
	BA-9	***-**-3232	terterterte	2015		
	<u> </u>					
	The information	ation contained in this rep	ort is required by law Railroad Unemploym	under Section 9 of the	e Railroad	
	this form, I	affirm that to the best of r	my knowledge, the inf	ormation I have given	is true,	
	complete, a	and correct. I understand	that failiure to report of prosecution or civil p	or the making of a fals	e or	
	inadulent re	port can result in criminal	prosecution of civil p	enancies, or both.		
						-
	Privacy Policy Policies	& Links Freedom of Inform	ation Act No FEAR Act	Data Frequently Asked	Questions About U	ls
						-
		U.S. Rail 844 Nort	road Retirement Board T h Rush Street T	oll Free: (877) 772-5772 TY: (312) 751-4701		
		Chicago	IL, 60611-2092 E	Directory: (312) 751-4300 ocate an RRB office near	vou	
	RECOVERY.GOV	1	-		-	
		Date	e posted: 10/25/2007			

## Form BA-9 (Pending Items Screen)

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 awaiti	ng approval?
	YES	NO

Home	Search	Site Map	Contact Us	Employee Onlin	e Services		
RRB Employer Reporting System Logo							
New Item	ıs (358)	Pending Items (2)	Completed Items (125)	Forms	My Account	Reports	
			Confirmati	on Message			
		All BA-9	forms were successfully approve	ed			
		You will	be redirected to the Completed I	tems Screen			
		Tod Will		como ocreen.			
		Drivoov Doliov Dolioioo	9 Links Freedom of Information A		to Eroquently Asked O	antional About IIa	
		Privacy Policy Policies	& Links Freedom of Information A	I NO FEAR ACT D	ta rrequently Asked Q	lestions About Us	
			U.S. Railroad Ret	irement Board Toll	Free: (877) 772-5772		
		Link	844 North Rush S Chipage II, 6061	treet TTY	(312) 751-4701	Home	
		REC	LINK to Chicago IL, 6061	Loca	te an RRB office near you	Page	
		RECOVERY.GOV					
			Date poste	d: 10/25/2007 ed:10/25/2007			

## Approve All BA-9 Forms Confirmation Message

Form BA-9
Individual Pending Record Screen

Home	Search	Site Map	Contact Us	Employee Online Service	8						
Employer Rep	orting System Log	o		RRB Employer Reporting Sys	item	<u>Logout</u>					
New Items (358	3) Pendin	g Items (9) Complete	ed Items (126) Fo	rms My Account R	eports						
		Form BA-9 (xx-xx)	a			Form Approved					
						OWID NO. 3220-0113					
		Report of Separation Allowance or Severance Pay									
				2015							
		Completion Instructions									
		1. Employee									
		SS Number : 12345678	9	Not US Social Security Numb	er ■Inc ⊙De	rease crease					
		Last Name : Public		First Name: John	Middle	Initial : Q					
1			2. Separation All	owance or Severance	Pay Reported for 2015						
			Enter the compensation	amount. New amount values will be	calculated automatically in item 3.						
		Compensation Amount:	\$ 2.00								
		<ul> <li>Initial or First Periodic</li> <li>Increase Adjustment t</li> </ul>	Payment of the Separatio	n Allowance or Severance Pay							
		<ul> <li>Decrease Adjustment</li> </ul>	to a Previous Report								
		<ul> <li>Periodic Payment - No</li> <li>Periodic Payment - Fi</li> </ul>	OT the Initial or Final Payn nal Payment	nent							
		3. Maximums for 2015									
		Maximum fo Tier 2: \$ 60,000.00	r 2015 Current A \$ 40,000.00	mount Adjustment Amount	New Amount         Date Right           \$ 40,002.00         03/11	s Relinquished 3/2015					
				4. Separation Informati	on						
		BA-3/BA-4	Amount \$ 44.00	Gross Sep	aration Allowance \$ 54.00						
			2015		Last Day Data 6 22.50						
			Tear 2015 V								
				— 5. Pay Rate Code							
		Per Hour	O Per I	Day 🔍 Pe	r Week OPer Month						
		6. Work Week Code									
			0.05	7.5. 10							
		<ul> <li>5-Day week</li> </ul>	● 6-Day Week ●	7-Day Week Urain & Engine S	Service Uning Car & Pullman	Service					
				Paperwork Reduction Act No	otice						
		The information containe Unemployment Insuranc and correct. I understan or both.	ed in this report is required e Act. By approving this fo d that failure to report or th	by law under Section 9 of the Railro orm, I affirm that to the best of my kr ie making of a false or fradulent repo	ad Retirement Act and Section 6 of rowledge, the information I have give rt can result in criminal prosecution	the Railroad 1 is true, complete, or civil penalities,					
		Appro	ove Record Save an	d Return Reset Record	Exit/ No Action Delete	Record					
		Privacy Policy Pol	icies & Links Freedom of Infe	ormation Act No FEAR Act Data Freque	ently Asked Questions About Us						
		Link to REC	U.S. 844 N Chica	Railroad Retirement Board Toll Free: (877) Jorth Rush Street TTY: (312) 751 Directory: (312) Directory: (312)	772-5772 -4701 751-4300 office near you						
		RECOVERY	<u>30V</u> D	Date posted: 10/25/2007 Date updated:10/25/2007							

## Message after Selecting Approve Record Button

Approve Record			X
	Are you sure you wa	nt to approve	the record?
		YES	NO

Home     Search     Site Map       Employer Reporting System Loga       New Items (358)     Pending Items (2)	Contact Us RI Completed Items (125)	Employee Online RB Employer Report Forms	Services ting System My Account	Reports	<u>Logour</u>
Reporting System Logo     New Items (358) Pending Items (2)	RI Completed Items (125)	RB Employer Report Forms	ting System My Account	Reports	<u>Logout</u>
New Items (358) Pending Items (2)	Completed Items (125)	Forms	My Account	Reports	
	Confirma	ation Message			
The BA	-9 record was successfully app	roved.			
You wi	II be redirected to the Completed	d Items Screen.			
Privacy Policy Polici	es & Links Freedom of Information	Act No FEAR Act Data	Frequently Asked Qu	estions About Us	
戻 Link	U.S. Railroad F 844 North Rus	Retirement Board Toll Fre sh Street TTY: (3	ee: (877) 772-5772 312) 751-4701	RRB	
to REC	Link to Chicago IL, 60	611-2092 Directo Locate	ry: (312) 751-4300 an RRB office near you	Page	
RECOVERY.GO	V				
	Date pos	sted: 10/25/2007			

### Approve Record Confirmation Message

		Site Map	Contact Us	Employee On						
Employer 🖌	Reporting Syster	m Logo	RRB Employer Reporting System							
New Items	(358) Pe	ending Items (4)	Completed Item	is (123) Forms	My Account	Reports				
Recently (	Completed BA-	9 Forms								
Submit New	BA-9 Form									
		Form	SSN	Last Name	<u>Tax Year</u>	Status				
		BA-9	<u>***-**-1987</u>	Baelish	1999	✓				
		BA-9	<u>***-**-4321</u>	Lannister	2010	<b>V</b>				
		BA-9	<u>***-**-6789</u>	Public	2015	✓				
		BA-9	<u>***-**-5330</u>	rterter	2015	<b>V</b>				
		BA-9	<u>***-**-6789</u>	Uram	2014	✓				
		BA-9	<u>***-**-6789</u>	Uram	2015	<b>V</b>				
		BA-9	***_**_	rweerwerwe	2015	✓				
		BA-9	<u>***-**-1654</u>	Mormont	2007	<b>V</b>				
		BA-9	<u>***-**-1897</u>	Tully	2015	✓				
		BA-9	<u>***-**-4234</u>	ewrewrwerwe	2015	<b>V</b>				
		BA-9	<u>***-**-3232</u>	terterterte	2015	✓				

Form BA-9
Individual Completed Record Screen

Home	Search	Site Map	Contact Us	Employee Online Services						
Employer Rep	orting System Log	0		RRB Employer Reporting System	Logout					
New Items (358	3) Pendin	g Items (9) Comple	eted Items (126)	Forms My Account Reports						
		Railroad Retirement Boo	ard		Form Approved					
		Ponni DA-9 (XX-XX)			OMB No. 3220-0173					
		Report of Separation Allowance or Severance Pay								
				2015						
				Completion Instructions						
				1. Employee						
		SS Number : 1234567	789	Not US Social Security Number	■ Increase ◯ Decrease					
		Last Name : Public		First Name: John	Middle Initial : Q					
			2. Separation	n Allowance or Severance Pay Re	ported for 2015					
			Enter the compen	sation amount. New amount values will be calculated	automatically in item 3.					
		Compensation Amoun	t \$ 2.00							
		<ul> <li>Initial or First Period</li> </ul>	ic Payment of the Ser	paration Allowance or Severance Pay						
		Increase Adjustment	to a Previous Report							
		<ul> <li>Decrease Adjustmen</li> <li>Periodic Payment - No.</li> </ul>	nt to a Previous Repor NOT the Initial or Final	t I Pavment						
		<ul> <li>Periodic Payment - F</li> </ul>	Final Payment	. ayınanı						
		3. Maximums for 2015								
		Maximum Tier 2: \$ 60,000.00	for 2015 Cur ) \$ 40,	rent Amount         Adjustment Amount         New An           000.00         \$ 2.00         \$ 40,002.0	nount Date Rights Relinquished					
				4. Separation Information						
		BA-3/BA-	4 Amount <b>\$</b> 44.00	Gross Separation Allo	owance \$ 54.00					
			Year 2015	▼ Last Pa	ny Rate \$ 22.50					
				5. Pay Rate Code						
		Per Hour	C	Per Day Per Week	Per Month					
				6. Work Week Code						
		5-Day Week	6-Day Week	7-Day Week Train & Engine Service	Dining Car & Pullman Service					
				Paperwork Reduction Act Notice						
				Exit/ No Action Print Record						
				<u></u> ;						
		Privacy Policy P	olicies & Links Freedon	n of Information Act No FEAR Act Data Frequently Asked (	Questions About Us					
		Link to REC	Link to	U.S. Railroad Retirement Board Toll Free: (877) 772-5772 844 North Rush Street TTV: (312) 751-4701 Directory: (312) 751-4300 Locate an RRB office near yr	RRB Home Page					
		RECOVERY	GOV	Date posted: 10/25/2007						
				Date updated: 10/25/2007						

Home Se	me Search		Contact Us	Employee Onlin	ne Services					
× Employer Reports	RRB Employer Reporting System									
New Items (358)	Pene	ding Items (4)	Completed Items (123)	Forms	My Account	Reports				
	US Railro Form BA	ad Retirement Boa -9 (xx-xx)	ard			Form Approved OMB No. 3220-0173				
	BA-9: Report of Separation Allowance or Severance Pay									
			Employer Up	load Screen						
	BA Number: 1621									
			Upload File	Cancel						
	Priva	cy Policies &	Links Freedom of Information Ac U.S. Railroad Retire 844 North Rush Str	t No FEAR Act Da ment Board Toll F eet TTY:	ta Frequently Asked G ree: (877) 772-5772 (312) 751-4701	About Us				
	B	ECOVERY.GOV	Link to Chicago IL, 60611-	2092 Direc Local 10/25/2007	tory: (312) 751-4300 te an RRB office near you	Page				

## Form BA-9 (Employer Upload Screen)

Home	Search	Site Ma	ıp	Contact Us		Employee Online Servi	ces				
Employer Repor	ting System Log	RRB Employer Reporting System									
New Items (358)	Pendin	g Items (9)	Compl	eted Items (126)	Forms	My Account	Reports				
		Railroad Re	etirement Bo	ard				Form Approved			
		Form BA-9	(xx-xx)					OMB No. 3220-0173			
				Rep	oort of Separa	tion Allowance	e or Severance	Pay			
		BA Number: 1621									
		Sort SSN by:Fulllast four digits									
		SSN	Tax Year	Inc/Dec	Last Name	Middle Initial	First Name	Date Rights Relinquished			
		<u>*****6789</u>	2007	Inc	Doe	х	John	03/07/2007			
		<u>*****4321</u>	2013	Dec	Doe	Y	Jane	05/13/2013			
						GRAND TOTALS					
		Total Record Count		Total Se Allowand	paration ce Amount	Total Sepa on Form B/	ration Allowance A-3/BA-4	Total Gross Amount of Separation/ Severance Allowance			
		2		52.	.00	50	044.00	60054.00	1		
		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 fradulent report can result in criminal prosecution or civil penalities, or both.									
				St	ummary Report		Detail Report				
		P	Privacy Policy F	olicies & Links Free	edom of Information Ac	t No FEAR Act Data Freq	uently Asked Questions A	About Us			
			RECOVERY	C Link to	U.S. Railroad Ret 844 North Rush S Chicago IL, 60611	rement Board Toll Free: (8 treet TTY: (312) 7 -2092 Directory: (3 Locate an R!	77) 772-5772 751-4701 12) 751-4300 RB office near you	B me ge			
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## Form BA-9 (Upload Grand Totals Screen)

Message after Selecting Approve Upload Button



Home	Search	Site Map	Contact Us	8	Employee	Online Services		
Employe	r Reporting Sy	/stem Logo	Logout					
New Item	is (358)	Pending Items (2)	Completed	l Items (125)	Forms	s My Accou	nt Reports	
				Confirmatio	n Messa	ge		
		The uplo	aded BA-9 repor	t file was succes:	sfully appro	wed.		
		You will	be redirected to	the Completed Ite	ms Scree	n.		
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		Privacy Policy Policies	& Links Freedom	of Information Act	No FEAR A	ct Data Frequently As	ked Questions Abou	t Us
		📄 Link		U.S. Railroad Retire 844 North Rush Stre	ment Board eet	Toll Free: (877) 772-57 TTY: (312) 751-4701	72 RRB	
		REC	Link to	Chicago IL, 60611-2	2092	Directory: (312) 751-43 Locate an RRB office ne	ear you Page	
		RECOVERY.GOV						
				Date posted: Date updated	10/25/200 10/25/200:	7 7		

## Approve Upload Confirmation Message

#### 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 <u>subject to</u> <u>Tier II taxation</u>.
- 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 <u>confirmation screen</u> appears asking if the user is sure they want to approve the upload **(Screen 20)**.
  - (b) When "Yes" is selected a <u>confirmation message</u> appears that the "Upload Was Successfully Approved" (Screen 21) and the user is redirected to the "Completed Items" screen (Screen 16) were 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.