

## **Application for (Application Type) - Receipt for Claim**

Applicant's Name and Address

LINE-2

LINE-3

LINE-4

LINE-5

**Employee's Name**

**Application Filing Date**

*(Printed if application type is spouse or spouse with child.)*

Your application for a (Application Type) has been released and will be processed as quickly as possible. If you do not receive notification about your application by (Customer service standard added to application filing date) you should contact the field office shown below.

*(Printed if application type is Medicare only.)*

Your application for Medicare has been received and will be processed as quickly as possible.

If you change your address, or if there is some other change that may affect your application, you or your representative should report the change at once. If you have any questions, we will be glad to help you. You can report changes either by telephone, mail, or in person, whichever you prefer. Most Railroad Retirement Board offices are open to the public from 9:00 AM to 3:30 PM, Monday through Friday.

The changes to be reported are listed below.

### **Always Report These Changes to the RRB**

- **Marriage** – If you remarry.
- **Marriage** – If your marriage to the employee ends by death or divorce.
- **Social Security** – If you file for social security benefits based on any person's earnings record.
- **Public Pension** – If you receive a lump-sum payment or begin to receive a monthly pension based on your earnings at an agency of the Federal, state or local government.
- **Public Pension** – If your present payments change.

- **Earnings** – If your earnings change.
  - On your application you told us you expect your total earnings for (current year) to be \$ \_\_\_\_\_.
  - On your application you told us you expect your total earnings for (current year) to be less than \$ \_\_\_\_\_.
  - You are earning more than \$ \_\_\_\_\_
  - You are not earning more than \$ \_\_\_\_\_
- **Railroad Work** – If you go to work for a railroad or railroad labor organization or work in any capacity in the railroad industry. (*Print on all receipts.*)
- **Employment** – If you return to work for \_\_\_\_\_.
- **Employment** – If you change the date of last nonrailroad employment. On your application you said your last day of employment with \_\_\_\_\_ would be \_\_\_\_\_.
- **Employment** – If you cease working for \_\_\_\_\_.
- **Settlement** – If you receive a settlement with credit for railroad service as “pay-for-time-lost” for months after \_\_\_\_\_.
- **Address** – If your address changes, even if your payments are sent to a financial organization.
- **Address** – If your address changes. (*Print if application type is Medicare Only.*)
- **Bank Account** – If your financial organization or the account number at your financial organization changes.
- **Criminal Offense** – If you are confined in a jail, prison, penal institution, or correctional institution due to a conviction for a criminal offense.
- **Children in Your Care** – If a child on whose basis you are entitled to an annuity marries, dies or leaves your care and custody.
- **Death or Disability** – Your representative should notify the RRB immediately if you die or become unable to handle your own benefits.

### How to Report Changes

When a change occurs after you have begun receiving your annuity, you should report the change at once. You or your representative can make the reports by telephone, mail or in person, whichever you prefer.

*(Print if applicant is applying for a spouse benefit and is under FRA.)*

In most cases, we calculate how much to reduce your annuity because of your earnings based on either the earnings estimate you gave us when you applied for benefits, or on reports submitted by employers to the Social Security Administration. As a reminder, you should report your earnings (1) when we ask for a report of your earnings or (2) if any of the following happens:

- You stop working;
- You start working and expect to earn more than the annual exempt amount;
- Your employment is not covered under the Social Security Act (i.e., FICA taxes are not deducted from your pay);
- You work for a railroad or railroad labor organization; or
- You return to work for your last pre-retirement nonrailroad employer.

To report any changes or ask questions, you should contact:

(Field Office Address and Toll-Free Telephone Number)

If for some reason you are unable to contact that office, you should contact:

U.S. Railroad Retirement Board  
844 N Rush Street  
Chicago, Illinois 60611-2092  
<http://www.rrb.gov>