



UNITED STATES OF AMERICA  
**RAILROAD RETIREMENT BOARD**

**CURRENT**

<OFFICE NAME>  
<OFFICE ADDRESS>  
<CITY, STATE, ZIP CODE>  
E-MAIL: cleveland@rrb.gov

OFFICE HOURS: MON., TUES., THURS. AND FRI. 9:00 AM TO 3:30 PM  
WED., 9:00 AM TO 12:00 PM - CLOSED FEDERAL HOLIDAYS

TOLL-FREE NUMBER: 1-877-772-5772  
FACSIMILE NUMBER: 1-216-522-2320

In reply refer to

Enclosed are the forms and other materials you will need to apply for your annuity under the Railroad Retirement Act. If you want a formal determination on your eligibility for benefits, you must complete and file an official application within 90 days. If you return the completed application within 90 days of the date of this letter, we will use the date you contacted us as the filing date of your application. If you do not file within 90 days, you may lose benefits.

**GROUP A - FORMS TO BE COMPLETED AND RETURNED**

The application forms listed below have been designed so you can fill them out yourself.

You must complete and return the forms marked by an "X" to the district office shown above. If you did not receive all of the forms marked by an "X," contact the district office and they will send you the missing form(s).

- AA-1 - Application for Employee Annuity
- AA-1d - Application for Determination of Employee Disability
- AA-3 - Application for Spouse/Divorced Spouse Annuity
- AA-4 - Self-Employment and Substantial Service Questionnaire
- AA-5 - Application for Substitution of Payee
- AA-15 - Employee's Statement of Service Performed Before January 1, 1937, To Employers Under the Railroad Retirement Act
- AA-19a - Application for Determination of Child's Disability
- G-204 - Verification of Worker's Compensation/Public Disability Benefit Information
- G-208 - Public Service Pension Questionnaire
- G-209 - Employee Non-Covered Service Pension Questionnaire
- G-251 - Vocational Report
- G-346 - Employee's Certification
- G-478 - Statement Regarding Patient's Capability to Manage Benefits
- W-4p - Tax Withholding Election
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**GROUP B - BOOKLETS AND PAMPHLETS YOU SHOULD KEEP**

The booklets and pamphlets listed below contain information you will need to complete your application(s). You should keep the booklets and pamphlets you receive, even after you file your application. Contact the district office shown above if you have not received all the material that was marked by an "X."

- G-77a - How Earnings Affect Payment of Retirement Annuities
- G-177L - General Information about Non-Railroad Employment after Retirement
- RB-1 - Age and Service Employee Annuity
- RB-1d - Employee Disability Benefits
- RB-1d.1 - How Work and Earnings Can Affect Employees Initially Awarded Disability Annuities
- RB-3 - Furnishing Evidence to Support Your Claim
- RB-5 - Your Duties as Representative Payee - Representative Payee's Record
- RB-9 - Employee and Spouse Annuities - Events That Must Be Reported
- RB-19a - Child's Disability Benefits
- RB-30 - Spouse/Divorced Spouse Annuity
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**GROUP C - EVIDENCE YOU MUST SUBMIT**

The booklet, Form RB-3, Furnishing Evidence To Support Your Claim, explains the various types of documents that may be required and where you can locate them if you do not already have them. Please furnish evidence only for the items marked by an "X" below.

- Proof of Age
- Proof of Relationship
- Proof of Marriage
- Proof of Military Service
- Proof of Death
- Proof of Divorce
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If you have previously submitted any of these proofs to the Railroad Retirement Board, do not submit the proof again. Instead, explain on a separate sheet of paper why you are not submitting the proof at this time. If additional proof is needed, we will contact you.

Sincerely,

Enclosure(s)