

UNITED STATES OF AMERICA **RAILROAD RETIREMENT BOARD** <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 AA-1d	- -	Application for Employee Annuity 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



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

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

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)