RRB Employer Reporting System (ERSNet) Login Screen

ERS		United States Railroad Retirement Board
	Discostaria	1
	User ID: Password:	
	Log In	
	Reset Password	

Submission of your User ID and Password will serve as your signature for certifying the information you submit while logged on this system.



Home	Search	Site Map	Contact Us	Employee Online Services	United States Railroad Retirement Board
ER,		RRB Employer Re	porting System		<u>Logout</u>
New Items	(3344)	Pending Items	Completed Items (39)	Forms My Account	Reports
		,	You have 3344 transactions	» BA-4 ns folder	
				» BA-6a	
			Form Name	» BA-3	
			G-88P	» BA-11	
			G-88A1	» ID-25	
			G-88A2	<u></u>	
			ID-4E	» ID-30	
			ID-4K	» BA-9	
			ID-40Q	4	
			ID-6	1	
			ID-6Y	1	
			RL-5a	1	
			G-73A1	1	
			-	·	
		Privacy Policy Polici	es & Links Freedom of Information Act	No FEAR Act Data Frequently Asked	Questions About Us
		RECOVERY.GO	U.S. Railroad Retire 844 North Rush Stre Chicago IL, 60611-1	ment Board Toll Free: (877) 772-5772 et TTY: (312) 751-4701 275 Directory: (312) 751-4300 Locate an RRB office near	YOU CHILE AND CH
			Date posted:	10/25/2007	

ERSNet Main Menu Screen (Forms)

Screen 3

Form BA-9 (Selection Screen)

U.S. Railroad Retirement Board Form BA-9 (xx-xx)	Form Approved OMB No. 3220-0173				
BA-9 Report of S	eparation Allowance or Severance Pay				
	BA Number: XXXX				
Please select one of the following actions:					
O Manually enter an individual BA-9 report					
○ Upload a completed BA-9 report file					
	Submit				

Railroad Retirement Board	Form Approved			
Form BA-9 (xx-xx)	OMB No. 3220-0173			
BA-9 Report of Separation A	Allowance or Severance Pay			
Please fill in the follwing information and click the submit button to display the BA-9 form and adjust amounts.				
Employer BA Number:	XXXX			
Year:	2019 🗸			
Social Security Number:				
Employee Last Name:				
Employee First Name:				
Employee Middle Initial:				
Sut	omit			

Form BA-9 (Initial Manual Entry Screen)

U.S. Railroad Retirement Board		Form Approved
Form BA-9 (XX-XX)	RA-9 Report of Separation Allowance or	OMB No. 3220-0173 Severance Pay
	SA-5 Report of Separation Anowance of	Severance ray
	2019	
	Instructions	
	Employee	
SS Number : XXXXXXXXXX	Not US Social Security Num	Decrease
Last Name : Public	First Name: John	Middle Initial : Q
	Report Type for 2019	
Initial or First Payment		
 Adjustment – Decrease Periodic Payment Final Payment 		
	Separation/Severance An	nount
Enter only separation/severan	ce compensation amounts. New amounts v	will be automatically calculated by the system
	Maximums for 2019	
Maximum for Separatio 2019 Ar Tier 2: \$98,700.00 \$0.00	urrent Separation/Severance n/Severance Amount	New Date Rights Relinquished
	Separation Informatio	on
R4-3/R4-4 Amoun		Year 2019
Gross Separation Allowance	5	Last Pay Rate \$
	Pay Rate Code	
O Per Hour	O Per Day O Per Week	O Per Month
	Work Week Code	
O5-Day Week O6-Day Week	k O7-Day Week OTrain & Engine S	ervice O Dining Car & Pullman Service
	Paperwork Reduction Act Not	ice
	ave / Return Reset Record	Exit / No Action

Instructions

🤞 https://securetest.rrb.gov/ - InstructoinS - Internet Explorer
Instructions
 <u>Employee</u> – Select "Increase" for an Initial Report or Increase Adjustment or "Decrease" for a Decrease Adjustment or Periodic Payment.
 Separation Allowance or Severance Pay Report For an initial report, select "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, select the applicable adjustment (<u>Increase Adjustment to a Previous Report, Decrease Adjustment to a Previous Report, Periodic Payment – NOT the Initial of Final Payment</u>, or <u>Periodic Payment – Final Payment</u>) and enter 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, select <i>"Initial or First Periodic Payment of the Separation Allowance or Severance Pay</i> and enter 0.00. If a separation allowance or severance payment was paid in more than one year, the amount subject to subject to Tier II tax in each year should be entered on a separate report.
 <u>Maximums</u> – Enter the date the employee separated and relinquished employment rights.
 Separation Information BA-3/BA-4 Amount – Enter 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). BA-3/BA-4 Year – Select the year for which the separation allowance/severance payment 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.
 <u>Pay Rate Code</u> - Select the code corresponding to the period to which the rate of pay applies (<u>Per Hour</u>, <u>Per Day</u>, <u>Per Week</u>, or <u>Per Month</u>).
 <u>Work Week Code</u> –Select the code corresponding to the employee's normal work week (<u>5-Day Week</u>, <u>6-Day Week</u>, <u>7-Day Week</u>, <u>Train & Engine Service</u>, or <u>Dining Car & Pullman Service</u>).
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.
Close Window

Paperwork Reduction Act Notice



Screen 8



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

				Form A	pproved	
			0	MB No. 32	20-0173	
Form BA-9: Report of Separation Allowance or Severance Pay						
s Requiring Proces	sing					
			Date Rights		Туре	
Name Firs	<u>tName</u> <u>M</u>	iddle	Relinquished	Status	Code	
blic Jol	n	Q	9/21/2011	0	1	
BA-9 GRAND TOTALS						
ce Total Sepa	ration Allowar	nce on	Total Gross Separation	s Amount / Severan	of ce	
Form BA-3/BA-4			Allov	vance		
79200.	79200.00		100588			
Warning						
Section 9 of the Rai that to the best of I	Iroad Retireme	nt Act(RF information	RA) and Section 6 on I have given is to	of the Railr	oad ete 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.						
or fraudulent report	can result in cri	minal pro	osecution or civil pe	enaities, or	boun.	
or fraudulent report	can result in cri	minal pro	osecution or civil pe	enaities, or	both.	
or fraudulent report	can result in cri	minal pro	osecution or civil pe	enaities, or	DOUII.	
or fraudulent report	can result in cri /Return	iminal pro	osecution or civil pe Delete	enaities, or	boun.	
or fraudulent report Save Print De	can result in cri /Return tail Report	iminal pro	osecution or civil pe	enaities, or	boun.	
	Aration Allowance s Requiring Process Number: XXXX Name Firs: blic Joi BA-9 GRAND TOTALS Ce Total Sepa For] 79200.0 Warning Section 9 of the Rai n that to the best of H	Aration Allowance or Severance s Requiring Processing Number: XXXX Name First Name M blic John M BA-9 GRAND TOTALS Ce Total Separation Allowar Form BA-3/BA-4] 79200.00 Warning Section 9 of the Railroad Retireme n that to the best of knowledge, the	Arration Allowance or Severance Pay S Requiring Processing Number: XXXX Middle Name First Name Middle blic John Q Image: Colspan="2">Q BA-9 GRAND TOTALS Total Separation Allowance on Form BA-3/BA-4 Total Separation Allowance on Form BA-3/BA-4 Warning Section 9 of the Railroad Retirement Act(RFfn that to the best of knowledge, theinformation for the formation for the formation for the formation formation for the for the for the formation for the formation for t	O aration Allowance or Severance Pay s Requiring Processing Number: XXXX Name First Name Middle Date Rights Relinquished blic John Q 9/21/2011 BA-9 GRAND TOTALS Ce Total Separation Allowance on Form BA-3/BA-4 Total Gross Separation Allow	Form A OMB No. 32 aration Allowance or Severance Pay S Requiring Processing Number: XXXX Date Rights Relinquished Status Name First Name Middle Date Rights Relinquished Status blic John Q 9/21/2011 Image: Severan Allowance BA-9 GRAND TOTALS Total Separation Allowance on Form BA-3/BA-4 Total Gross Amount Separation / Severan Allowance Image: Type Section 9 of the Railroad Retirement Act(RRA) and Section 6 of the Railroad Retirement Act(RRA) and Section 5 of the Railroad Retirement Act(RRA) and Section 5 of the Railroad Retirement Act(RRA) and Section 6 of the Railroad Retirement Act(RA) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

Form BA-9 (Pending Items Screen)

Screen 10

Form BA-9 (Employer Upload Screen)

U.S. Railroad Retirement Board Form BA-9 (xx-xx)	Form Approved OMB No. 3220-0173
BA-9: Report of Separation Allowance or Severance Pay	
Employer Upload Screen	
BA Number: XXXX	
Browse	
Upload File Cancel	

Form BA-9 (Upload Grand Totals Screen)

Home	Search	Site Map	Contact Us	Employee Online Services Railroad R				United ad Retirement	States Board	
ER		RRB Employer Re	porting System							Logout
New It	ems (3344)	Pending Items (1)	Completed Iter	ms (39)	Forms	My Accou	int	Reports		
	U.S. Railroad Re Form BA-9 (xx-)	etirement Board xx)						OM	Form Approved IB No.3220-0173	
			Form BA-9: Report	t of Separatio	n Allowance o	or Severance	Pay			
				BA Numb	oer: XXXX					
	Sort SSN by:	Full OLast four digits	i							
			V					Date Rights	T	
	<u>55</u>		<u>11 Inc/Dec</u>	Last Nan	ne <u>Fir</u>		Middle	Relinguished	TypeCode	
		20	TT IIIC	DOL		JANL		5/2//2011		
				FORM BA-9 G	RAND TOTALS					
	Total Re	cord Count	Total Separation A Amount	llowance	Total Separ Form	ation Allowa n BA-3/BA-4	ince on	Total Gross A Separation / Allowa	Amount of Severance nce	
	1		79200.00		79200.0	0		100588		
		Enter New Reco	rd Update	e BA-9	Ret	urn		Delete		
			Print Summ	ary Report	Print Deta	ail Report]			
		Privacy Policy Po	licies & Links Freedom o	f Information Act	No FEAR Act Da	ata Frequently	Asked Que:	stions About Us		
			U.	.S. Railroad Retire	ment Board Toll	Free: (877) 772	-5772	RETIREMA		
		RECOVERY	USA.gov	44 North Rush Stre hicago IL, 60611-1	eet TTY 1275 Dire Loca	(312) 751-470 actory: (312) 751- ate an RRB offic	1 -4300 e near you			
			<u></u>	Date posted: Date updated	10/25/2007 1:10/25/2007			τ <u>U.S.</u> Α.Τ		

Screen 12

Message after selecting Update BA-9 Button



Form BA-9 (xx-xx)					0	Form A MB No. 3	pproved 220-0173
Form BA-9: Report of Separation Allowance or Severance Pay							
	B	A-9 Forms Requiring BA Number: ;	g Processing XXXX				
Sort SSN by: Full Clast for SSN by: Full Clast for	r digits	<u>Last Name</u>	<u>First Name</u>	<u>Middle</u>	<u>Date Rights</u> <u>Relinquished</u>	Status	<u>Type</u> Code
2014	Dec	PAYROLL	PATRICK		9/10/2014	0	2
2011 <u>***** XXXX</u>	Inc	PUBLIC	JOHN	Q	9/21/2011	0	1
2011 <u>*****</u>	Inc	DOE	JANE		3/21/2011	0	1
Total Record Count Total Separation Allowance Amount Total Separation Allowance Form BA-3/BA-4 Total Gross Amount of Separation / Severance							
3	158400.00		158400.00		201176		
Warning The information contained in this report is required by law under Section 9 of the Railroad Retirement Act(RRA) and Section 6 of the Railroad Unemployment Insurance Act(RUIA). By approving this form, I affirm that to the best of knowledge, theinformation 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. Enter New Record Approve All Save/Return Delete Print Summary Report Print Detail Report							

Form BA-9 (Pending Items Screen after Upload)

Screen 14

Message after selecting Approve All Button

Approve Record(s)	×
Are you sure you want to approve the	upload?
	Yes No

Approve Record Confirmation Message



U.S. Railroad Retrement Board	5			Form Approved
Form BA-9 (xx-xx)				OMB No. 3220-017
	BA-9 Report	of Separation Allowance	or Severance Pay	
		2011		
		Instructions		
		insuccions		
		Employee		
	-	North Control Control N		Increase
SS Number : XXXXXXXXXXX		J Not 05 Social Security N	mber	Decrease
Last Name : DOE		int Name: JANE		Middle Initial
Last Marrier, DOL		rst warne. John.		Mildow Initian .
	R	eport Type for 2011		
Initial or First Payment				
 Adjustment – Increase Adjustment – Decrease 				
O Periodic Payment				
Final Payment				
	Sep	aration/Severance	Amount	
Enter only separa	ation/severance compens	ation amounts. New amount	s will be automatically calcu	lated by the system
		\$79,200.00 ×		
		Maximums for 20	11	
Maximum for	Current Separation/Severan	Separation/Severan	Ce Separation/Severan	Date Rights
2011	Amount	Amount	Amount	Relinquished
Tier 2: \$79,200.00	\$158,400.00	\$79,200.00	\$79,200.00	3/21/2011
		· · · · · · · · · · · · · · · · · · ·	41	
		Separation Informa	tion	
BA-3/	BA-4 Amount \$79,200.0	0	Year 201	11 🗸
Course Courses	All		Last Dev Date Sec.	0.000
Gross Separate	on Allowance \$100,588		Last Pay Rate 56.	053.92
		Pay Rate Code		
OP	er Hour OPer	r Day OPer Wee	k Per Month	
		Work Week Code		
S-Day Week C	6-Day Week 07-Day	Week OTrain & Engine	Service ODining Car	& Pullman Service
	Pa	perwork Reduction Act N	otice	
	Save / Return Re	eset Record Exit / No	Action Delete Reco	rd
	and the second se	and the second se	and the second s	

Form BA-9 Individual Pending Record Screen

Completed Items Screen

Home	Search	Site Map	Contact Us	Employee Or	line Services	United States Railroad Retirement Board						
ER	RRB Employer Reporting System											
New It	ems (3344)	Pending Items (2)	Completed Items (40)	Forms	My Account	Reports						
	U.S. Railroad Re Form BA-9 (xx-x)	tirement Board x)				Form Approved OMB No. 3220-0173						
	Form BA-9: Report of Separation Allowance or Severance Pay											
	Recently Completed BA-9 Forms BA Number: XXXX Please Select a Batch V											
	Total Rec	cord Count	Total Separation Allowance Amount	Total Sepa For	Total Gross Amount of Separation / Severance Allowance							
	Enter New	Record Ap	prove Upload Upda	ite BA-9 Print De	Save/Retur	n Delete						
		Privacy Policy Pol	U.S. Railroad Re U.S. Railroad Re 844 North Rush Chicago IL, 6061	No FEAR Act	Data Frequently Asked Qu II Free: (877) 772-5772 Y: (312) 751-4701 rectory: (312) 751-4300 cate an RRB office near yo	uestions About Us						
			Date updat	ed:10/25/2007								

Screen 17b

Home	Search	Site Map	Contact Us	Employee Onlin	ne Services	United States Railroad Retirement Board						
ER,	RRB Employer Reporting System											
New It	ems (3344)	Pending Items (2)	Completed Items (40)	Forms	My Account	Reports						
	U.S. Railroad Re Form BA-9 (××-×	tirement Board x)				Form Approved OMB No. 3220-0173						
	Form BA-9: Report of Separation Allowance or Severance Pay											
	Recently Completed BA-9 Forms BA Number: XXXX											
	Please Select a Batch 8/21/2019 1:27:59 PM 8/21/2019 1:31:05 PM											
	Total Rec	cord Count	Total Separation Allowand Amount	ce Total Separa Form	ation Allowance on ı BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance						
	Enter New	Record Ap	prove Upload U	Jpdate BA-9	Save/Return	Delete						
			Print Summary Rep	port Print Deta	il Report							
Privacy Policy Policies & Links Freedom of Information Act No FEAR Act Data Frequently Asked Questions About Us												
		RECOVERY.G	U.S. Railroa 844 North R Chicago IL, OV	id Retirement Board Toll f lush Street TTY: 60611-1275 Direc Loca	Free: (877) 772-5772 (312) 751-4701 tory: (312) 751-4300 te an RRB office near you							
			Date p Date u	oosted: 10/25/2007 pdated:10/25/2007		K 2 D.						

Screen 17c

ome	Search		Site Map	с	ontact Us		Employee	Online Services		I	Railroad	United S Retirement B
R		RRI	B Employe	er Reporting Sys	stem							
w It	ems (3344)	Pendi	ng Items (2) Comp	leted Iten	ns (40)	Forms	My Accou	nt Re	ports		
	U.S. Railroad R Form BA-9 (xx-)	etireme xx)	nt Board								For OMB N	m Approved o. 3220-0173
				Form BA-9	: Report	of Sepa	aration Allowa	nce or Sev	erance Pa	у		
	Recently Completed BA-9 Forms BA Number: XXXX											
	8/21/2019 1:27:59 PM ✔											
	SSN	Tax Year	Inc/Dec	Last Name	Middle	First Name	Date Rights Relinquished	Separation Amount	ls Canadian	ApprovalDate	Status	TypeCode
	**** XXXX	2017	Inc	SMITH	L	JOHN	10/27/2017	3171.20	Y	8/21/2019 1:27:59 PM	~	1
	**** XXXXX	2014	Inc	JONES	с	MEL	10/27/2014	2691.20	Y	8/21/2019 1:27:59 PM	~	1
	**** XXXX	2017	Dec	PETERS		PATRICK	1/6/2017	26074.30	N	8/21/2019 1:27:59 PM	~	2
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	3			3193	6.70		319	36.70		5862.00		
	Enter New Record Approve Upload Update BA-9 Save/Return Delete Print Summary Report Print Detail Report											
			Privacy P	olicy Policies & Lin	iks Freedor	n of Informa U.S. Railro 844 North F Chicago II	tion Act No FEAR A ad Retirement Board Rush Street 6D611-1275	ct Data Frequen Toll Free: (877) 7 TTY: (312) 751-4 Directory: (312)	tty Asked Ques 772-5772 4701 751-4300	tions About Us		
			RECOV	ERY.GOV	A.gov	Date	posted: 10/25/200	Locate an RRB o	office near you	TILSA.*		