

RRB Employer Reporting System (ERSNet) Login Screen



**Please Login**

User ID:

Password:

[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.

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Chicago Illinois, 60611-1275  
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ERSNet Main Menu Screen (Forms)

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**ER** RRB Employer Reporting System [Logout](#)




New Items (3344) Pending Items Completed Items (39) Forms My Account Reports

You have 3344 transactions in your forms folder.

Form Name	
G-88P	
G-88A1	
G-88A2	
ID-4E	
ID-4K	
ID-40Q	
ID-40RS	4
ID-6	1
ID-6Y	1
RL-5a	1
G-73A1	1

» BA-4  
» BA-6a  
» BA-3  
» BA-11  
» ID-3S  
» ID-3U  
» BA-9

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Date posted: 10/25/2007  
Date updated: 10/25/2007

Form BA-9 (Selection Screen)

U.S. Railroad Retirement Board Form Approved  
Form BA-9 (xx-xx) OMB No. 3220-0173

**BA-9 Report of Separation Allowance or Severance Pay**

BA Number: XXXX

Please select one of the following actions:

Manually enter an individual BA-9 report

Upload a completed BA-9 report file

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

Railroad Retirement Board	Form Approved
Form BA-9 (xx-xx)	OMB No. 3220-0173
<b>BA-9 Report of Separation Allowance or Severance Pay</b>	
Please fill in the following information and click the submit button to display the BA-9 form and adjust amounts.	
Employer BA Number: <b>XXXX</b>	
Year:	<input type="text" value="2019"/> ▼
Social Security Number:	<input type="text"/>
Employee Last Name:	<input type="text"/>
Employee First Name:	<input type="text"/>
Employee Middle Initial:	<input type="text"/>
<input type="button" value="Submit"/>	

Form BA-9

U.S. Railroad Retirement Board Form Approved  
Form BA-9 (XX-XX) OMB No. 3220-0173

**BA-9 Report of Separation Allowance or Severance Pay**

**2019**

[Instructions](#)

**Employee**

SS Number : XXXXXXXXXX  Not US Social Security Number  Increase  
 Decrease

Last Name : Public First Name: John Middle Initial : Q

**Report Type for 2019**

Initial or First Payment  
 Adjustment – Increase  
 Adjustment – Decrease  
 Periodic Payment  
 Final Payment

**Separation/Severance Amount**

Enter only separation/severance compensation amounts. New amounts will be automatically calculated by the system

**Maximums for 2019**

	Maximum for 2019	Current Separation/Severance Amount	Separation/Severance Amount	New Separation/Severance Amount	Date Rights Relinquished
Tier 2:	\$98,700.00	\$0.00	\$	\$	mm/dd/yyyy

**Separation Information**

BA-3/BA-4 Amount \$ Year 2019

Gross Separation Allowance \$ Last Pay Rate \$

**Pay Rate Code**

Per Hour  Per Day  Per Week  Per Month

**Work Week Code**

5-Day Week  6-Day Week  7-Day Week  Train & Engine Service  Dining Car & Pullman Service

[Paperwork Reduction Act Notice](#)

Save / Return Reset Record Exit / No Action

## Instructions

https://securetest.rrb.gov/ - InstructoinS - Internet Explorer

**Instructions**

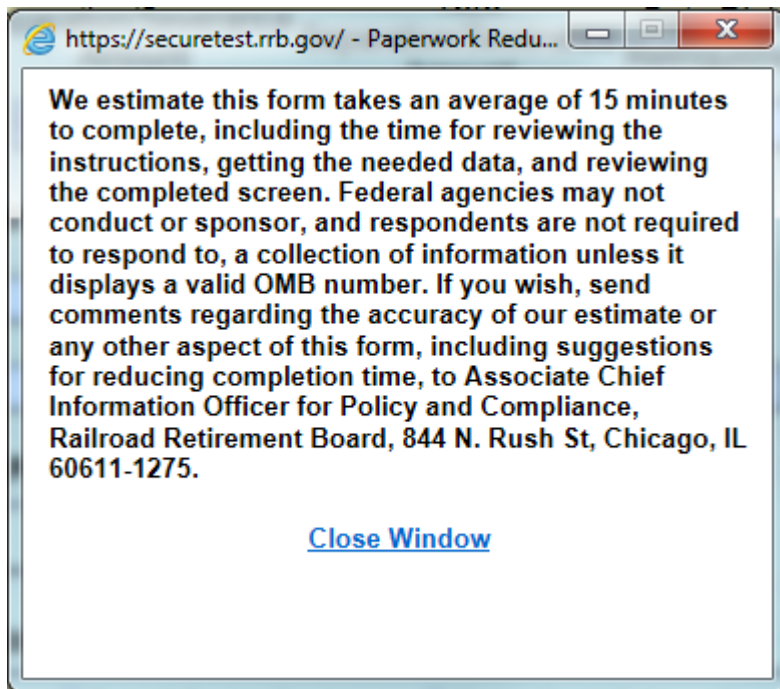
- **Employee** – Select “Increase” for an Initial Report or Increase Adjustment or “Decrease” for a Decrease Adjustment or Periodic Payment.
- **Separation Allowance or Severance Pay Report**
  - For an initial report, select “Initial or First Periodic Payment of the Separation Allowance or Severance Pay” and enter the amount of separation allowance or severance pay subject to Tier II taxation.
  - For an Adjustment report, select 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 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 “Initial or First Periodic Payment of the Separation Allowance or Severance Pay” and enter 0.00. 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.
- **Maximums** – 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.
- **Pay Rate Code** - Select the code corresponding to the period to which the rate of pay applies (Per Hour, Per Day, Per Week, or Per Month).
- **Work Week Code** –Select 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).

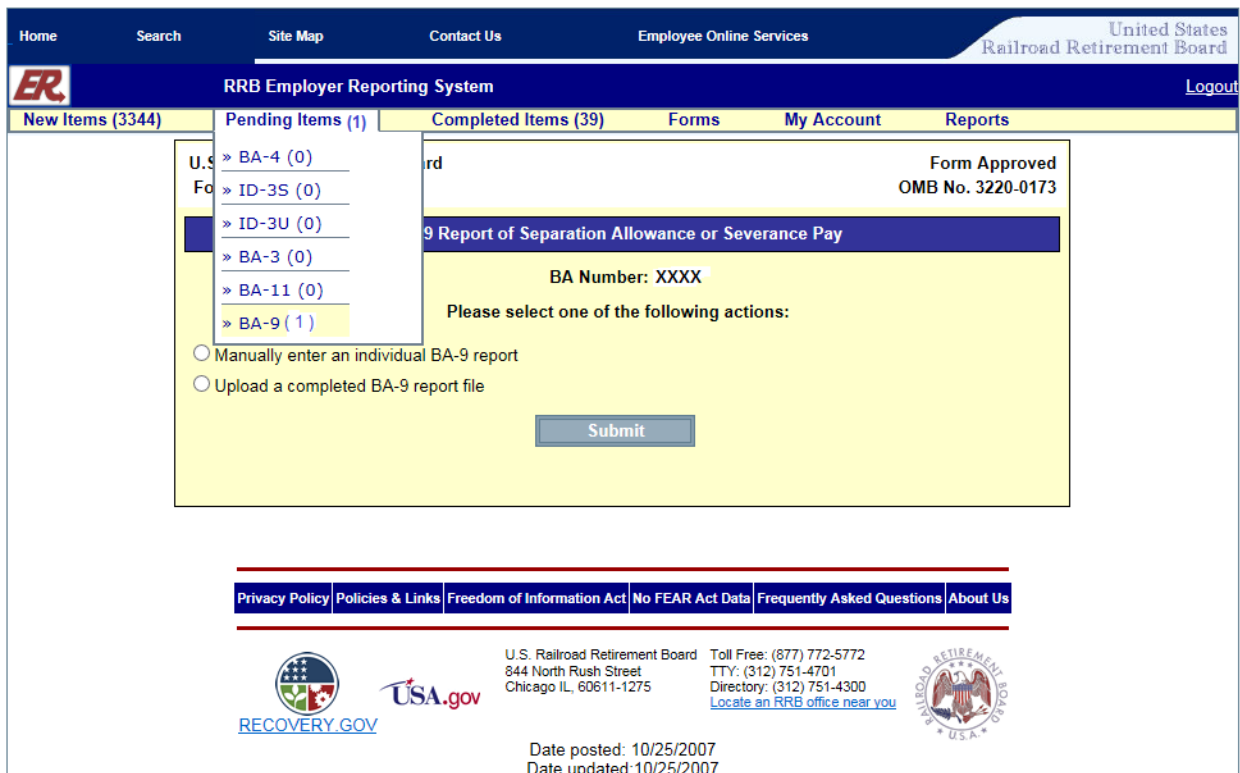
**Note:** If the separation allowance or severance pay is being paid in installments over several years, **complete Gross Separation Allowance, Last Pay Rate, Pay Rate Code, and Work Week Code ONLY for the first year the installment payments are reported.** Show the gross amount of the separation allowance 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



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



Form BA-9 (Pending Items Screen)

U.S. Railroad Retirement Board Form BA-9 (xx-xx)							Form Approved OMB No. 3220-0173		
<b>Form BA-9: Report of Separation Allowance or Severance Pay</b>									
BA-9 Forms Requiring Processing BA Number: XXXX									
Sort SSN by: <input checked="" type="radio"/> Full <input type="radio"/> Last four digits									
<input type="checkbox"/>	SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	Status	Type Code
<input type="checkbox"/>	*****6789	2011	Inc	Public	John	Q	9/21/2011		1
FORM BA-9 GRAND TOTALS									
Total Record Count		Total Separation Allowance Amount		Total Separation Allowance on Form BA-3/BA-4		Total Gross Amount of Separation / Severance Allowance			
1		79200.00		79200.00		100588			
<p><b>Warning</b></p> <p>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, the information 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.</p>									
<input type="button" value="Enter New Record"/>		<input type="button" value="Approve All"/>		<input type="button" value="Save/Return"/>		<input type="button" value="Delete"/>			
<input type="button" value="Print Summary Report"/>				<input type="button" value="Print Detail Report"/>					

Form BA-9 (Employer Upload Screen)

U.S. Railroad Retirement Board Form BA-9 (xx-xx)		Form Approved OMB No. 3220-0173	
<b>BA-9: Report of Separation Allowance or Severance Pay</b>			
<b>Employer Upload Screen</b>			
BA Number: XXXX			
<input type="text"/>		<input type="button" value="Browse..."/>	
<input type="button" value="Upload File"/>		<input type="button" value="Cancel"/>	

Form BA-9 (Upload Grand Totals Screen)

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**RRB Employer Reporting System** Logout

New Items (3344) Pending Items (1) Completed Items (39) Forms My Account Reports

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U.S. Railroad Retirement Board Form Approved  
Form BA-9 (xx-xx) OMB No.3220-0173

**Form BA-9: Report of Separation Allowance or Severance Pay**

BA Number: XXXX

Sort SSN by:  Full  Last four digits

SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	TypeCode
****XXXX	2011	Inc	DOE	JANE		3/21/2011	1

---

FORM BA-9 GRAND TOTALS




Total Record Count	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
1	79200.00	79200.00	100588

Enter New Record Update BA-9 Return Delete

Print Summary Report Print Detail Report

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Date posted: 10/25/2007  
Date updated: 10/25/2007

Message after selecting Update BA-9 Button

**Update BA-9** ✕

Are you sure you want to update the record(s)?

---



Form BA-9 (Pending Items Screen after Upload)

U.S. Railroad Retirement Board Form BA-9 (xx-xx)							Form Approved OMB No. 3220-0173		
<b>Form BA-9: Report of Separation Allowance or Severance Pay</b>									
BA-9 Forms Requiring Processing BA Number: XXXX									
Sort SSN by: <input checked="" type="radio"/> Full <input type="radio"/> Last four digits									
■	SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	Status	Type Code
<input type="checkbox"/>	XXXXXX	2014	Dec	PAYROLL	PATRICK		9/10/2014	<input type="checkbox"/>	2
<input type="checkbox"/>	XXXXXX	2011	Inc	PUBLIC	JOHN	Q	9/21/2011	<input type="checkbox"/>	1
<input type="checkbox"/>	XXXXXX	2011	Inc	DOE	JANE		3/21/2011	<input type="checkbox"/>	1
FORM BA-9 GRAND TOTALS									
Total Record Count		Total Separation Allowance Amount		Total Separation Allowance on Form BA-3/BA-4		Total Gross Amount of Separation / Severance Allowance			
3		158400.00		158400.00		201176			
<p><b>Warning</b></p> <p>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, the information 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.</p>									
<input type="button" value="Enter New Record"/>		<input type="button" value="Approve All"/>		<input type="button" value="Save/Return"/>		<input type="button" value="Delete"/>			
<input type="button" value="Print Summary Report"/>				<input type="button" value="Print Detail Report"/>					

Message after selecting Approve All Button

**Approve Record(s)** ✕

Are you sure you want to approve the upload?

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## Approve Record Confirmation Message



## Form BA-9 Individual Pending Record 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

2011

[Instructions](#)

Employee

SS Number : XXXXXXXXX

Not US Social Security Number

Increase  
 Decrease

Last Name : DOE

First Name : JANE

Middle Initial :

Report Type for 2011

Initial or First Payment  
 Adjustment - Increase  
 Adjustment - Decrease  
 Periodic Payment  
 Final Payment

Separation/Severance Amount

Enter only separation/severance compensation amounts. New amounts will be automatically calculated by the system

Maximums for 2011

	Maximum for 2011	Current Separation/Severance Amount	Separation/Severance Amount	New Separation/Severance Amount	Date Rights Relinquished
Tier 2:	<input style="width: 100px;" type="text" value="\$79,200.00"/>	<input style="width: 100px;" type="text" value="\$158,400.00"/>	<input style="width: 100px;" type="text" value="\$79,200.00"/>	<input style="width: 100px;" type="text" value="\$79,200.00"/>	<input style="width: 100px;" type="text" value="3/21/2011"/>

Separation Information

BA-3/BA-4 Amount

Year

Gross Separation Allowance

Last Pay Rate

Pay Rate Code

Per Hour
  Per Day
  Per Week
  Per Month

Work Week Code

5-Day Week
  6-Day Week
  7-Day Week
  Train & Engine Service
  Dining Car & Pullman Service

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Save / Return

Reset Record

Exit / No Action

Delete Record

### Completed Items Screen

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U.S. Railroad Retirement Board Form Approved  
OMB No. 3220-0173  
Form BA-9 (xx-xx)

**Form BA-9: Report of Separation Allowance or Severance Pay**

Recently Completed BA-9 Forms  
BA Number: XXXX

Please Select a Batch

Total Record Count	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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U.S. Railroad Retirement Board Form Approved  
OMB No. 3220-0173  
Form BA-9 (xx-xx)

**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 Record Count	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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U.S. Railroad Retirement Board  
Form BA-9 (xx-xx)
Form Approved  
OMB No. 3220-0173

**Form BA-9: Report of Separation Allowance or Severance Pay**

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	Is Canadian	ApprovalDate	Status	TypeCode
****XXXX	2017	Inc	SMITH	L	JOHN	10/27/2017	3171.20	Y	8/21/2019 1:27:59 PM	✓	1
**** XXXX	2014	Inc	JONES	C	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

Total Record Count
3

Total Separation Allowance Amount
31936.70


Total Separation Allowance on Form BA-3/BA-4
31936.70

Total Gross Amount of Separation / Severance Allowance
5862.00


Enter New Record
Approve Upload
Update BA-9
Save/Return
Delete

Print Summary Report
Print Detail Report

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