RRB Employer Reporting System (ERSNet) Login Screen

ERS

United States
Railroad Retirement Board

Please Login

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.

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U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-1275
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Contact an RRB office near you

ERSNet Main Menu Screen (Forms)

Form BA-9 (Selection Screen)

Form BA-9 (Initial Manual Entry Screen)

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

BA-9 Report of Separation 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: [ ]

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 : XXXXXXXXX   ☐ 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 <u>subject to Tier II taxation</u>.
  - **For an Adjustment report**, select the applicable adjustment (<u>Increase Adjustment to a Previous Report</u>, <u>Decrease Adjustment to a Previous Report</u>, <u>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 *"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 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 (<u>Per Hour</u>, <u>Per Day</u>, <u>Per Week</u>, or <u>Per Month</u>).

- **Work Week Code** –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 BA-9 (Pending Items Screen)

| 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-9 Forms Requiring Processing
BA Number: XXXX

Sort SSN by: ● Full ○ Last four digits

☐	SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	Status	Type Code
☐	*****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

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 (Employer Upload 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
Employer Upload Screen

BA Number: XXXX

[_____] Browse...

Upload File	Cancel

Form BA-9 (Upload Grand Totals Screen)

Message after selecting Update BA-9 Button

Form BA-9 (Pending Items Screen after Upload)

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-9 Forms Requiring Processing
BA Number: XXXX

Sort SSN by: ● Full ○ Last four digits

■	SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	Status	Type Code
☐	***** XXXX	2014	Dec	PAYROLL	PATRICK		9/10/2014	▫	2
☐	*****XXXX	2011	Inc	PUBLIC	JOHN	Q	9/21/2011	▫	1
☐	*****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
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, 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.

Enter New Record	Approve All	Save/Return	Delete

Print Summary Report	Print Detail Report

Message after selecting Approve All Button

Approve Record(s)   ✖

Are you sure you want to approve the upload?

Yes	No

Approve Record Confirmation Message

Confirmation Message

Success Approving BA-9 data: You will be redirected to the completed BA-9s screen in 10 seconds.

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

$79,200.00   ×

Maximums for 2011

	Maximum for 2011	Current Separation/Severance Amount	Separation/Severance Amount	New Separation/Severance Amount	Date Rights Relinquished
Tier 2:	$79,200.00	$158,400.00	$79,200.00	$79,200.00	3/21/2011

Separation Information

BA-3/BA-4 Amount $79,200.00   Year 2011 ∨

Gross Separation Allowance $100,588   Last Pay Rate $6,053.92

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   Delete Record

Completed Items Screen

RRB Employer Reporting System   Logout

New Items (3344)   Pending Items (2)   Completed Items (40)   Forms   My Account   Reports

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

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

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

| Print Summary Report | Print Detail Report |

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Locate an RRB office near you

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

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ER   **RRB Employer Reporting System**   Logout

New Items (3344)   Pending Items (2)   Completed Items (40)   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

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

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

[Print Summary Report] [Print Detail Report]

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ER RRB Employer Reporting System Logout

New Items (3344)	Pending Items (2)	Completed Items (40)	Forms	My Account	Reports

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

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	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
3	31936.70	31936.70	5862.00

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

Print Summary Report	Print Detail Report

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[14]