

Electronic File Format for Form BA-3

Form BA-3 Record Format															
Field Length	Record Position	Data and Instructions													
1	1	"0" (zero).													
4	2-5	Four-digit year being reported.													
1	6	"7"													
4	7-10	Four-digit BA number assigned by the Railroad Retirement Board.													
10	11-20	<i>Entries in this field are optional.</i> The "Payroll ID" reference number shown here will be included on certain correspondence to the employer to assist the employer in locating the employee.													
9	21-29	Employee's social security number.													
20	30-49	First twenty (20) characters of the employee's surname. Spaces in such names as Mc Carthy, St Clair, De La Cross are acceptable.													
15	50-64	First fifteen (15) characters of the employee's first name.													
1	65	Employee's middle initial.													
7	66-72	RUIA I (\$\$\$\$ <i>cc</i>) – Total compensation which is creditable under the RUIA to qualify for benefits. This amount should not exceed the RUIA I monthly maximum times 12.													
2	73-74	Blank Filler.													
7	75-81	RUIA II (\$\$\$\$ <i>cc</i>) – Total compensation which is creditable under the RUIA to determine maximum benefits. This amount should not exceed the RUIA II monthly maximum times 12.													
2	82-83	Blank Filler.													
12	84-95	<table border="0"> <tr> <td>84-Jan</td> <td rowspan="12"> <i>Service Month Detail</i> - The code corresponding to the employment relation for a non-work month. Code 1 = worked Code 8 = not worked but has employment relation Code 9 = not worked & has no employment relation Code 0 = not worked & employment relation unknown <u>NOTE:</u> You cannot mix all four codes. You must either use codes 1, 8, & 9 or codes 1 & 0. All 12 positions must be filled. </td> </tr> <tr><td>85-Feb</td></tr> <tr><td>86-March</td></tr> <tr><td>87-April</td></tr> <tr><td>88-May</td></tr> <tr><td>89-June</td></tr> <tr><td>90-July</td></tr> <tr><td>91-Aug</td></tr> <tr><td>92-Sept</td></tr> <tr><td>93-Oct</td></tr> <tr><td>94-Nov</td></tr> <tr><td>95-Dec</td></tr> </table>	84-Jan	<i>Service Month Detail</i> - The code corresponding to the employment relation for a non-work month. Code 1 = worked Code 8 = not worked but has employment relation Code 9 = not worked & has no employment relation Code 0 = not worked & employment relation unknown <u>NOTE:</u> You cannot mix all four codes. You must either use codes 1, 8, & 9 or codes 1 & 0. All 12 positions must be filled.	85-Feb	86-March	87-April	88-May	89-June	90-July	91-Aug	92-Sept	93-Oct	94-Nov	95-Dec
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2	96-97	<i>Service Month Total</i> - The sum of the characters in positions 84-95. Enter zeroes if no months are reported.													
8	98-105	Creditable Tier I compensation, up to the annual maximum for the year (\$\$\$\$\$ <i>cc</i>).													
2	106-107	Blank Filler.													

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8	108-115	Creditable Tier II compensation, up to the annual maximum for the year (\$\$\$\$\$\$¢¢).
2	116-117	Blank Filler.
5	118-122	Last daily pay rate (\$\$\$¢¢). If pay rate exceeds \$200.00, enter 20000.
2	123-124	Blank Filler.
8	125-132	Creditable Miscellaneous compensation (\$\$\$\$\$\$¢¢).
2	133-134	Blank Filler.
8	135-142	Creditable Sick Pay compensation (\$\$\$\$\$\$¢¢).
3	143-145	Blank Filler.
30	146-175	Mailing Address Line 1 (Street Number, Post Office Box, etc.).
30	176-205	Mailing Address Line 2.
20	206-225	City
2	226-227	State
5	228-232	Zip Code
8	233-240	Effective date of the address information (MMDDCCYY).
60	241-300	Blank Filler (For future expansion).

NOTE: The file should be saved as a text (*.txt) file with the record format listed above.