

Electronic File Format for Form BA-4

Form BA-4 Record Format															
Field Length	Record Position	Data and Instructions													
1	1	Blank													
4	2-5	Four-digit year being reported.													
1	6	Code "4" for an increase adjustment. Code "M" for a decrease adjustment.													
4	7-10	Four-digit BA number assigned by the Railroad Retirement Board.													
10	11-20	Blank Filler.													
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 (\$\$\$\$çç) – 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 (\$\$\$\$çç) – 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> – All of the employment relation codes for non-worked months available on Form BA-3, Annual Report of Creditable Compensation, cannot be used on this adjustment report. Only use the following codes: Code 1 = worked Code 0 = not worked & employment relation unknown NOTE: 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-August</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> – All of the employment relation codes for non-worked months available on Form BA-3, Annual Report of Creditable Compensation, cannot be used on this adjustment report. Only use the following codes: Code 1 = worked Code 0 = not worked & employment relation unknown NOTE: All 12 positions must be filled.	85-Feb.	86-March	87-April	88-May	89-June	90-July	91-August	92-Sept.	93-Oct.	94-Nov.	95-Dec.
84-Jan.	<i>Service Month Detail</i> – All of the employment relation codes for non-worked months available on Form BA-3, Annual Report of Creditable Compensation, cannot be used on this adjustment report. Only use the following codes: Code 1 = worked Code 0 = not worked & employment relation unknown NOTE: All 12 positions must be filled.														
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2	96-97	<i>Service Month Total</i> - The sum of the characters in positions 84-95. Enter zeros 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.
8	108-115	Creditable Tier II compensation, up to the annual maximum for the year (\$\$\$\$\$\$ <i>cc</i>).
2	116-117	Blank Filler.
5	118-122	Last daily pay rate. (\$\$\$ <i>ccc</i>) If pay rate exceeds \$200.00, enter 20000.
2	123-124	Blank Filler.
8	125-132	Creditable Miscellaneous compensation (\$\$\$\$\$\$ <i>cc</i>).
2	133-134	Blank Filler.
8	135-142	Creditable Sick Pay compensation (\$\$\$\$\$\$ <i>cc</i>).
58	143-200	Blank Filler (For future expansion).

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