



UNITED STATES OF AMERICA
RAILROAD RETIREMENT BOARD

Policy and Systems
Compensation and Employer Services Center
844 North Rush Street
Chicago, Illinois 60611-1275
Fax No. (312) 751-7123

In reply refer to
BA-

Dear Railroad Official:

You are required to submit an annual report of the creditable service and compensation of employees who perform compensated service. The report is due on or before the last day of February each year for the preceding calendar year. If you do not have creditable service and compensation to report for the previous calendar year, you are still required to submit an annual report to advise us of that fact.

As of this date, we have not received your Form BA-3, Annual Report of Creditable Compensation or a report that you have no creditable service or compensation to submit. The Railroad Retirement Board (RRB) will only accept reports submitted using one of the following methods:

- the Employer Reporting System (ERSNet),
- CD-ROM,
- secure email, or
- file transfer protocol (FTP).

Section 13(a) of the Railroad Retirement Act of 1974 provides that a person who knowingly fails or refuses to make a report or supply information required by the RRB, or who makes a false or fraudulent report, may incur a fine of not more than \$10,000.00 or imprisonment not exceeding one year, or both. In addition, under Title 18 U.S.C. Section 1001, a person who makes a false or fraudulent report may incur a fine under Title 18 or be imprisoned for not more than five years, or both.

If you need assistance with preparation of your report, please call a specialist in the Compensation and Employer Services Center at (312) 751-4992.

Sincerely,

Chief of Compensation
and Employer Services