

Labor Employer Reporting Instructions

Appendix I: Electronic File Format

Form BA-11, Report of Gross Earnings (Quarterly Earnings)

The purpose of this report is to obtain the gross earnings (Medicare taxable earnings) for a sample of employees. This information is required for computation of the financial interchange between the railroad retirement and the social security systems. This report is required by law under Section 7(b)(6) of the Railroad Retirement Act. The information is authorized for collection under OMB control number 3220-0132. This report is due at the Railroad Retirement Board by no later than the last day of February following the report year. Failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.

We estimate the electronic versions of this form transmitted by a File Transfer Protocol (FTP) takes an average of 5 hours per response to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form. We estimate the secure e-mail version of this form takes an average of 30 minutes to complete, including time for reviewing the instructions, getting the needed data, and reviewing the completed form. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing completion time, to

Associate Chief Information Officer for Policy and Compliance
Railroad Retirement Board
844 North Rush Street
Chicago, IL 60611-1275.

NOTE: Reports submitted on CD ROM, secure email, or FTP must be accompanied by [Form G-440](#), "Report Specifications Sheet". In the remarks block, please indicate the type of report and specify the format used (i.e. "Gross Earnings Annual Report of Monthly Earnings, 20XX", "Gross Earnings Annual Report of Quarterly Earnings, 20XX" or "Gross Earnings Annual Report of Annual Earnings, 20XX." All records are 120 characters in length, unblocked.

This exhibit shows format for submission of gross earnings reports on CD ROM, secure e-mail, FTP, or via upload on ERSNet. For information about the data to be entered, refer to [Part V, Chapter 7](#).

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| Report of Gross Earnings (Quarterly Earnings) | | |
|--|------------------------|---|
| Field Length | Record Position | Data and Instructions |
| 2 | 1-2 | "39" |
| 4 | 3-6 | Year being reported (CCYY). |
| 4 | 7-10 | Four-digit employer BA number assigned by the Railroad Retirement Board. |
| 9 | 11-19 | Employee's social security account number. <i>NOTE:</i> Report only those employees whose social security number ends with the digits "30". |
| 20 | 20-39 | First twenty (20) characters of the employee's surname. Spaces in such names as O Grady or De La Cross are acceptable. |
| 15 | 40-54 | First fifteen (15) characters of the employee's first name. |
| 1 | 55 | Employee's middle initial. |
| 9 | 56-64 | First Quarter Amount - 9 positions (\$\$\$\$\$\$ <i>cc</i>), preceded by zero(s) if necessary. If there are no earnings for first quarter, leave positions 54-64 blank or zero-fill. |
| 9 | 65-73 | Second Quarter Amount - 9 positions (\$\$\$\$\$\$ <i>cc</i>), preceded by zero(s) if necessary. If there are no earnings for second quarter, leave positions 65-73 blank or zero-fill. |
| 9 | 74-82 | Third Quarter Amount - 9 positions (\$\$\$\$\$\$ <i>cc</i>), preceded by zero(s) if necessary. If there are no earnings for third quarter, leave positions 74-82 blank or zero-fill. |
| 9 | 83-91 | Fourth Quarter Amount - 9 positions (\$\$\$\$\$\$ <i>cc</i>), preceded by zero(s) if necessary. If there are no earnings for fourth quarter, leave positions 83-91 blank or zero-fill. |
| 29 | 92-120 | Leave blank or zero-fill. |

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