

**Labor Employer Reporting Instructions**  
**Appendix I: Electronic File Format**  
**Form BA-3, Annual Report of Creditable Compensation (Sub-Total Record)**

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The information contained in this report, which is required by law under Section 9 of the Railroad Retirement Act (RRA) and Section 6 of the Railroad Unemployment Insurance Act (RUIA), is needed to pay RRA and RUIA benefits. The information is authorized for collection under OMB control number 3220-0008. 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 secure e-mail or a File Transfer Protocol (FTP) takes an average of 46 hours and 15 minutes per response 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.

Sub-total records are optional. Sub-totals of money amounts may be shown for every 2000 or fewer records.

NOTE: Reports submitted on CD ROM, secure email, or FTP must be accompanied by Form G-440, "Report Specifications Sheet".

<b>Form BA-3 Sub-Total Record Format</b>		
<b>Field Length</b>	<b>Record Position</b>	<b>Data and Instructions</b>
10	1-10	"8888888888" (10 eights-type of record code).
5	11-15	"SUBTO"
7	16-22	A sub-total item count for that particular sub-division of the report.
13	23-35	A sub-total of creditable RUIA I compensation for that particular sub-division of the report (Used to qualify for benefits).
13	36-48	A sub-total of creditable RUIA II compensation for that particular sub-division of the report (Used to determine maximum benefits).

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<b>Field Length</b>	<b>Record Position</b>	<b>Data and Instructions</b>
13	49-61	A sub-total of creditable Tier I RRA compensation for that particular sub- division of the report.
13	62-74	A sub-total of creditable Tier II RRA compensation for that particular sub-division of the report.
13	75-87	A sub-total of creditable Miscellaneous compensation for that particular sub- division of the report.
13	88-100	A sub-total of creditable Sick Pay compensation for that particular sub-division of the report.
200	101-300	Blank or zeros.

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