

Labor Employer Reporting Instructions
Part VIII - Employer Reporting System (ERS) Internet User Instructions
Chapter 3b: How to Initiate Service and Compensation Reports
Form BA-6a, Form BA-6 Address Report

BA-6a Initiated by Employer

Employers are responsible to annually report addresses for new hires in the previous year. Address changes are reported by the employee, not the employer.

Click BA-6a under the Forms menu. This brings up a blank BA-6a screen. Enter the employee identifying data as usual. Keep in mind that these are new hires and, as such, may be new records at the RRB. Entry of a middle initial is optional. Type the address information and click the approve button.

Process Buttons

1. *Approve* - click this to process the completed BA-6a and certify the data to the RRB.
2. *Reset* - click this to clear your address entries.
3. *Cancel* - click this to exit the BA-6a process without updating an address.
4. *Delete* - click this to delete the BA-6a form.