Program Letter

United States Railroad Retirement Board Office of Programs

Quality Reporting Service Center

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2012-01

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TO: Certification Contact Officials

SUBJECT: **Elimination of Technical Support for the PC Reporting Program**

Please distribute this notice to all individuals within your organization who may need the information in connection with their work.

The U.S. Railroad Retirement Board (RRB) is eliminating technical support for the Employer Reporting (PC) Program after the 2012 reporting season ends. **We will continue to process service and compensation reports generated by the program, including the 2011 annual reports, which are due on February 29, 2012.** However, we will not be able to assist you with any problems you may encounter while using the software after that time, nor will we be able to issue any new or replacement copies of the program.

As a replacement to using the PC Reporting Program, we encourage the use of alternate compensation reporting methods, including the Employer Reporting System (ERSNet). The following forms are available on the new consolidated **ERSNet** system:

- **Form BA-4,** Report of Creditable Compensation Adjustments
- **Form BA-6a**, Form BA-6 Address Report
- **Form GL-129a,** Record of Employer Determination on Employee Protest
- **Form ID-4E**, Notice of RUIA Claim Determinations
- **Form ID-4K**, Prepayment Notice of Employee's Applications and Claims for Benefits under the Railroad Unemployment Insurance Act (RUIA).

We are also planning to add **Form BA-3**, Annual Report of Creditable Compensation and **Form BA-11**, Report of Gross Earnings in early 2012. If you are not currently signed up to file reports through ERSNet, we encourage you to do so. If you enroll now, you are automatically authorized to submit any new forms that will be added to the system.

In addition, you can create your automated/electronic compensation reports using the RRB's record layouts/file formats listed in Appendix 1 of the Employer Reporting Instructions and

Labor Employer Reporting Instructions. Submission of those reports to the RRB can be via CD-ROM, Secure E-mail or File Transfer Protocol (FTP). For more information about using Secure Email or FTP, you can reference RRB Program Letter 2008-05, "FTP and E-mail Submission of Reporting Forms".

For more information you may contact us in the Quality Reporting Service Center at the telephone number and e-mail address shown above.