BA-6a Request

If the RRB received a service and compensation report for an employee for whom no address was reported, the RRB will send the employer a BA-6a request. The request will appear in the Outstanding Items list. To work a BA-6a request, select Outstanding Items from the menu and click the employee's SSN from the list. This brings up the BA-6a screen pre-filled with identifying data for the employee. Type the address information and click the update button. Instructions for maximum address length and state abbreviations are in the appendices section.

Process Buttons

1. *Approve* - click this to process the completed BA-6a.
2. *Reset* - click this to clear your address entries (pre-filled data will remain.)
3. *Cancel* - click this to exit the BA-6a process without updating an address. .
4. *Delete* - click this to delete the BA-6a form. Use this if the employee no longer works for your company and you have exhausted all resources for obtaining an address.

Address Cannot be Developed

If you do not have, or cannot develop, an address for the employee, delete the pending BA-6a requests, click the e-mail button, and advise us that no address can be located. Be sure to include the SSN.

Information about the Function to Download New Addresses

Generally, address information will be entered directly to the Internet form and the download feature will not be used. The download feature will copy the file of address requests to your PC in a location you specify. This feature is intended to aid in locating address information in the employer's records. Once the address is located it is presumed that the information will be entered to the BA-6a Internet screen. There is no process by which you can upload the addresses only from your PC to the BA-6a screens.

If you choose to post the addresses to your PC file, rather than the Internet screens, you will have to send the PC file to the RRB. If you are not working the address requests on the Internet, you will need to delete the requests from the Internet. Downloading the addresses will remove the requests from the Internet.

How to Download New Address Requests

To download address requests, select BA-6a from the forms menu. Select the "Download New BA-6a's" option at the top of the list. (The download option will not appear if you select "New Items" because that list includes other New forms.) Follow the screen instructions. If you get a security alert during the download process, click "Save." You will then select a location and file name. (If you click "Open," you can do a "File-Save-as.") When you open the saved file, it will be displayed differently depending on your screen size and settings. You may wish to un-select "wrap" which is under the Format menu if you are using Notepad.

BA-6a's Delete Option

This function appears at the top of the BA-6a list. Choosing this function will delete any checked BA-6a requests from the ERS system for the BA number corresponding to your access. This will not just delete the items from your display but from the display of anyone else who has BA-6a access for that BA number.

This function is intended to be used by persons who had first downloaded the BA-6a requests to their PC, worked the requests, and filed the addresses with the RRB via another means such as a disk report. It is best not to immediately delete all requests after downloading because if the downloaded file is lost or corrupted, you cannot restore the deleted requests. We suggest that you delete the requests when the addresses are filed with the RRB.