TO: Certification Contact Officials

SUBJECT: Elimination of the Use of Paper Forms
BA-4, Report of Creditable Compensation Adjustments
BA-6a, Form BA-6 Address Report
BA-11, Report of Gross Earnings

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 the use of the following three paper reporting forms used by employers covered under the Railroad Retirement (RRA) and Railroad Unemployment Insurance (RUIA) Acts effective January 1, 2015;

- BA-4, Report of Creditable Compensation Adjustments;
- BA-6a, Form BA-6 Address Report; and
- BA-11, Report of Gross Earnings

Form BA-4, Report of Creditable Compensation Adjustments, is used when service and/or compensation earned by an employee was omitted or incorrectly reported on a previously filed Form BA-3, Annual Report of Creditable Compensation. This report is filed as needed.

Form BA-6a, Form BA-6 Address Report, is used to submit the address information for newly hired employees. If a company has no new hires, no address report is necessary. The records are maintained for the purpose of mailing to the employee Form BA-6, Certificate of Service Months and Compensation. This report is due by April 1 of each year.

Form BA-11, Report of Gross Earnings, is used to report the actual gross earnings of a sample group of covered employees with Social Security Numbers ending in “30”. The data collected in the gross earnings is used to estimate future tax income and to compute taxes owed for the financial interchange between the Railroad Retirement and Social Security/Medicare programs. This report is due by the end of February of each year.
Annual service and compensation reports are to be filed through the Employer Reporting System (ERSNet) or through an RRB-approved automated process. So the elimination of the use of the paper form does not affect employers that currently file reports via the other RRB approved automated processes. You can continue to file your reports using the following methods:

- CD-ROM
- Secure E-mail
- File Transfer Protocol (FTP)

However, if you previously filed your service and compensation reports on paper, you should now begin using ERSNet.

The current forms available to users via ERSNet are as follows:

- BA-3, Annual Report of Creditable Compensation
- BA-4, Report of Creditable Compensation Adjustments
- BA-6a, Form BA-6 Address Report
- BA-11, Report of Gross Earnings
- G-88A.1, Request for Verification of Date Last Worked
- G-88A.2, Notice of Retirement & Request for Service Needed for Eligibility
- GL-129a, Record of Employer Determination on Employee Protest of Service and Compensation
- Form ID-4E, Notice of RUIA Claim Determination
- Form ID-4K, Prepayment Notice of Employees Applications and Claims for Benefits under the RUIA
- ID-6, Monthly Report of Tier I Tax Transactions
- ID-6Y, Annual Summary of Tier I Tax Transactions
- ID-40Q, Quarterly Notice to Employers - RUIA
- ID-40R/S, Annual Notice to Employers - RUIA

To apply for access to the ERSNet system, please do the following:

- Read the Security Guidelines which explains your responsibilities as a user of the ERSNet system in either the Rail Employer or Labor Employer Reporting Instructions.

- File Form BA-12, Application for Employer Reporting Internet Access. Complete Sections A, B, C, D, and F, then have the designated employee sign Item 5 in Section B. The certification in Section E must be completed by an official of the company who has authority to sign official RRB forms. If you have signature authority, sign the certification. Otherwise, the company president and those persons designated on the Form G-117A, Designation of Contact Official, are assumed to have signature authority. All employer forms can be accessed on the RRB website at https://www.rrb.gov/Employers/Forms.

Within three to five days of receipt of an acceptable application, the RRB will mail your user ID and password along with instructions for accessing the site. To deter fraudulent use of ERSNet, the Form BA-12 cannot be completed or filed on our website as original signatures (no reproductions) are needed. The completed Form BA-12 must be transmitted by U.S. or express mail carrier. For security reasons, facsimiles are not acceptable.
For more information about applying for access and using ERSNet, access Part VIII “Employer Reporting System (ERS) Internet User Instructions” located in the Rail Employer Reporting Instructions or Labor Employer Reporting Instructions. You may also contact the Quality Reporting Service Center (QRSC) at the telephone number and e-mail address shown above.

Attachment: Form BA-12, Application for Employer Reporting Internet Access

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Application for Employer Reporting Internet Access

**General Instructions** – This form may be used by employers covered under the Railroad Retirement and Railroad Unemployment Insurance Acts to add, modify, or terminate employee access to the Railroad Retirement Board’s (RRB) Employer Reporting System (ERSNet). You may request system access for one or more employees, and you may authorize different levels of access for each employee. You may also request that an individual employee file online reports on behalf of one or more subsidiary or affiliate employers. In each case, your employees must certify that they will adhere to the RRB’s security guidelines, which include the use of an authoritative electronic signature. The **Security Guidelines** are under Part VIII, Chapter 8 of the Reporting Instructions on the RRB’s website.

- To request new or modified system access, complete the entire form.
- To terminate an employee’s access, complete only Sections A, B(1-4), D1, and E.

Making representations on this form to gain unauthorized access to the RRB Employer Reporting System or using an authorized access for fraudulent purposes is a violation of federal law punishable by fine, imprisonment, or both.

We estimate this form takes an average of 10 to 20 minutes per response to complete, including the time needed 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 the completion time, to: Associate Chief Information Officer for Policy and Compliance, Railroad Retirement Board, 844 N. Rush Street, Chicago, IL 60611-1275.

**Section A  Employer Information**

In this section, enter the BA number, name, and address of the employer whose reports will be accessed online.

**Special Instructions to Request Access on Behalf of Multiple Employers** – If you are requesting the same level of access for the employee listed in Section B on behalf of multiple employers, list all affected BA numbers in Item 1. If you are requesting different levels of access for this employee for different employers, file a separate application for each level of access.

1. BA Number(s):

2. Name and Address of Employer – If you are requesting access on behalf of multiple employers, provide only the name and address of the employer serving as primary contact for this account.

**Section B  Employee Information**

1. Name:

2. Title

3. Telephone Number

4. E-Mail Address

5. I have read the document “Security Guidelines” and agree to comply with these guidelines. I understand that my logon, if used to file forms, has the same status as my signature on a paper document. I also understand that providing false or fraudulent information through the RRB Employer Reporting System is a violation of federal law punishable by fine, imprisonment, or both.

Signature: ___________________________ Date: ______________________

United States of America  Railroad Retirement Board

Form Approved  OMB No. 3220-0008
Section C  Group or Section E-Mail Address to Receive Notices

Complete this section only if you prefer to designate a group or section e-mail address as the default address for RRB work notices, rather than the e-mail address listed in Section B above.

1. Default E-Mail Address:

2. If you have more than one group or section e-mail address, number each address and specify here which forms or group of forms are associated with each address.

Section D  Requested Action and Level of Access

1. Action (check appropriate box) □ Add New User □ Modify Access □ Terminate Access

2. Explanation of the Levels of Access Used in Section F on the next page.

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<th>Code</th>
<th>Description</th>
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<td>A</td>
<td>Approver</td>
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<td>X</td>
<td>Terminate</td>
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For additional information on levels of access, see Part VIII, Chapter 2 of the Reporting Instructions.

Section E  Certification of Authority to Approve Access

The form must be signed by an official with signature authority to sign RRB forms for the employer(s) listed in Section A. Signatures of two individuals are not required if the employee listed in Section B has authority to sign RRB forms. The head of the company and those persons designated on Form G-117A, Designation of Contact Official, have signature authority. A contact official may assign signature authority to a designee, but the RRB will verify with the contact official any signatures other than those of a contact official.

1. Name (Print)  2. Title  3. Telephone Number (       )

4. I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.

Signature: __________________________________________ Date: ______________

Questions? Please contact the System Administrator at (312) 751-4961 or the Quality Reporting Service Center at (312) 751-4992.

Mail this completed application to:  Quality Reporting Service Center  Railroad Retirement Board  844 N. Rush Street  Chicago, IL 60611-1275

For RRB Use: Access __________________________ Reviewed by: __________________________
### Section F: Forms and Levels of Access

Check one box for each form. **Note:** Employee’s level of access will apply for all employers listed in Section A.1.

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<th>Form ID</th>
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<td>Form BA-11, Report of Gross Earnings</td>
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<td>Form G-88A.2, Notice of Retirement and Request for Service Needed for Eligibility</td>
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<td>Form G-88P, Employer’s Supplemental Pension Report</td>
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<td>Form ID-3s, Request for Lien Information; Report of Settlement</td>
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<td>Form ID-4E, Notice of RUIA Claim Determinations</td>
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<td>Form SI-5F (SUP), Status Report – Personal Injury Claims</td>
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