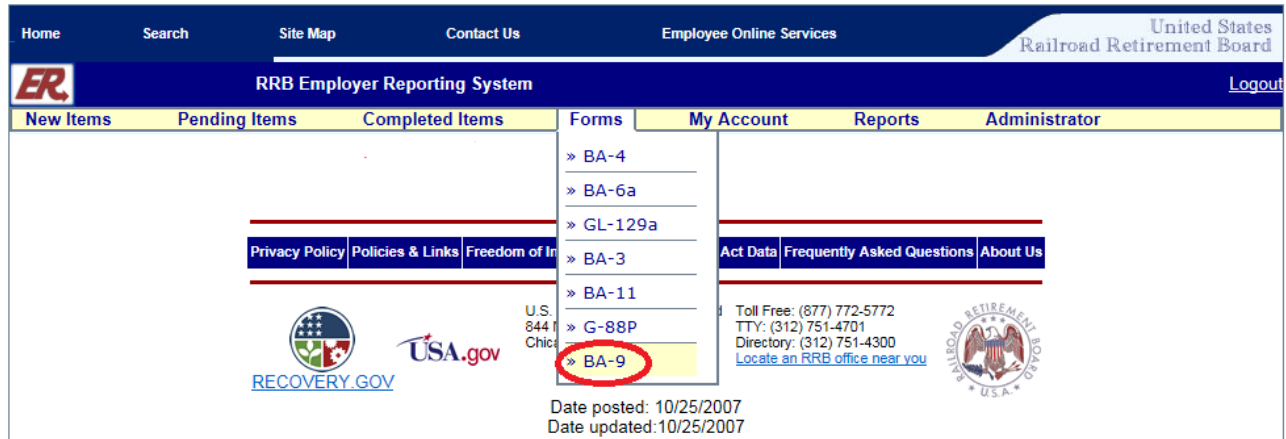


**Rail Employer Reporting Instructions**  
**Part VIII – Employer Reporting System (ERS) Internet User Instructions**  
**Chapter 3e: How to Initiate Service and Compensation Reports**  
**Form BA-9, Report of Separation Allowance or Severance Pay**

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To initiate the Internet version of Form BA-9, select the Forms tab and then click on BA-9 on the drop down menu (see FIGURE 1).

FIGURE 1



Next, select one of the following options (see FIGURE 2):

- Manually Enter an Individual BA-9 Report
- Upload a completed BA-9 Report File

FIGURE 2

The screenshot shows the "BA-9 Report of Separation Allowance or Severance Pay" form. At the top left, it says "U.S. Railroad Retirement Board" and "Form BA-9 (xx-xx)". At the top right, it says "Form Approved" and "OMB No. 3220-0173". The form title "BA-9 Report of Separation Allowance or Severance Pay" is displayed in a blue bar. Below this, the "BA Number: XXXX" is shown. The instruction "Please select one of the following actions:" is followed by two radio button options: "Manually enter an individual BA-9 report" and "Upload a completed BA-9 report file". A "Submit" button is located at the bottom center of the form.

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To manually enter a report, first provide the applicable tax year and the employee’s identifying information (social security number, last name, first name, and middle initial); see FIGURE 3.

FIGURE 3

The screenshot shows a web form titled "BA-9 Report of Separation Allowance or Severance Pay" from the Railroad Retirement Board. The header includes "Railroad Retirement Board" and "Form Approved" on the left, and "Form BA-9 (xx-xx)" and "OMB No. 3220-0173" on the right. The main content area has a yellow background and contains the following text and fields:

Please fill in the following information and click the submit button to display the BA-9 form and adjust amounts.

Employer BA Number: XXXX

Year: 2019 (dropdown menu)

Social Security Number: [text input field]

Employee Last Name: [text input field]

Employee First Name: [text input field]

Employee Middle Initial: [text input field]

[Submit button]

Information is then prefilled onto the BA-9 screen (see FIGURE 4). Detailed instructions for completing the rest of the BA-9 are accessed by clicking on the *Instructions* link provided at the top of the BA-9 screen (see FIGURE 4).

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FIGURE 4

U.S. Railroad Retirement Board Form BA-9 (xx-16)		Form Approved OMB No. 3220-0173		
<b>BA-9 Report of Separation Allowance or Severance Pay</b>				
<b>2019</b>				
<a href="#">Instructions</a>				
<b>Employee</b>				
SS Number : <input type="text" value="XXXXXXXX"/>	<input type="checkbox"/> Not US Social Security Number	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		
Last Name : <input type="text" value="Public"/>	First Name: <input type="text" value="John"/>	Middle Initial : <input type="text" value="Q"/>		
<b>Report Type for 2019</b>				
<input type="radio"/> Initial or First Payment <input type="radio"/> Adjustment – Increase <input type="radio"/> Adjustment – Decrease <input type="radio"/> Periodic Payment <input type="radio"/> Final Payment				
<b>Separation/Severance Amount</b>				
Enter only separation/severance compensation amounts. New amounts will be automatically calculated by the system				
<input type="text"/>				
<b>Maximums for 2019</b>				
Maximum for 2019	Current Separation/Severance Amount	Separation/Severance Amount	New Separation/Severance Amount	Date Rights Relinquished
Tier 2: <input type="text" value="\$98,700.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="mm/dd/yyyy"/>
<b>Separation Information</b>				
BA-3/BA-4 Amount	<input type="text" value="\$"/>	Year	<input type="text" value="2019"/>	
Gross Separation Allowance	<input type="text" value="\$"/>	Last Pay Rate	<input type="text" value="\$"/>	
<b>Pay Rate Code</b>				
<input type="radio"/> Per Hour <input type="radio"/> Per Day <input type="radio"/> Per Week <input type="radio"/> Per Month				
<b>Work Week Code</b>				
<input type="radio"/> 5-Day Week <input type="radio"/> 6-Day Week <input type="radio"/> 7-Day Week <input type="radio"/> Train & Engine Service <input type="radio"/> Dining Car & Pullman Service				
<a href="#">Paperwork Reduction Act Notice</a>				
<input type="button" value="Save / Return"/>		<input type="button" value="Reset Record"/>		<input type="button" value="Exit / No Action"/>

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To upload a report, the file must be formatted according to the BA-9 electronic file format. See [Appendix I](#) of the Rail Employer Reporting Instructions for the format.

A successful upload will result in a “Form BA-9 Grand Totals” screen comparable to FIGURE 5.

FIGURE 5

U.S. Railroad Retirement Board  
 Form BA-9 (xx-xx)

Form Approved  
 OMB No.3220-0173

Form BA-9: Report of Separation Allowance or Severance Pay

BA Number: XXXX

Sort SSN by:  Full  Last four digits

SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	TypeCode
*****XXXX	2011	Inc	DOE	JANE		3/21/2011	1

FORM BA-9 GRAND TOTALS

Total Record Count	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
1	79200.00	79200.00	100588

Enter New Record    Update BA-9    Return    Delete

Print Summary Report    Print Detail Report

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RECOVERY.GOV    USA.gov    U.S. Railroad Retirement Board  
 844 North Rush Street  
 Chicago IL, 60611-1275    Toll Free: (877) 772-5772  
 TTY: (312) 751-4701  
 Directory: (312) 751-4300  
[Locate an RRB office near you](#)

Date posted: 10/25/2007  
 Date updated: 10/25/2007

After clicking the “Update BA-9” button, you will be redirected to the Pending Items Screen (see FIGURE 6).

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FIGURE 6

U.S. Railroad Retirement Board  
Form BA-9 (xx-xx)
Form Approved  
OMB No. 3220-0173

**Form BA-9: Report of Separation Allowance or Severance Pay**

**BA-9 Forms Requiring Processing**  
 BA Number: XXXX

Sort SSN by:  Full  Last four digits

■	SSN	Tax Year	Inc/Dec	Last Name	First Name	Middle	Date Rights Relinquished	Status	Type Code
<input type="checkbox"/>	*****XXXX	2014	Dec	PAYROLL	PATRICK		9/10/2014	<input type="checkbox"/>	2
<input type="checkbox"/>	*****XXXX	2011	Inc	PUBLIC	JOHN	Q	9/21/2011	<input type="checkbox"/>	1
<input type="checkbox"/>	*****XXXX	2011	Inc	DOE	JANE		3/21/2011	<input type="checkbox"/>	1

**FORM BA-9 GRAND TOTALS**

Total Record Count	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
3	158400.00	158400.00	201176

**Warning**

The information contained in this report is required by law under Section 9 of the Railroad Retirement Act(RRA) and Section 6 of the Railroad Unemployment Insurance Act(RUIA). By approving this form, I affirm that to the best of knowledge, the information I have given is true, complete and correct. I understand that failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.

Enter New Record
Approve All
Save/Return
Delete

Print Summary Report
Print Detail Report

**Notifications**

After clicking the “Approve All” button and answering YES to the “Approve Record(s)” pop-up box, an on-screen confirmation message will be displayed from ERSNet (see FIGURE 7). The ERSNet system will redirect the user to the “Completed Items” screen (see FIGURE 8).

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FIGURE 7



FIGURE 8

The screenshot shows the RRB Employer Reporting System interface. At the top, there is a navigation bar with links for Home, Search, Site Map, Contact Us, and Employee Online Services. The main header includes the RRB logo and the text "RRB Employer Reporting System". Below this, there are tabs for "New Items (3344)", "Pending Items (2)", "Completed Items (40)", "Forms", "My Account", and "Reports".

The main content area displays "U.S. Railroad Retirement Board Form BA-9 (xx-xx)" and "Form Approved OMB No. 3220-0173". The title of the form is "Form BA-9: Report of Separation Allowance or Severance Pay". Below the title, it says "Recently Completed BA-9 Forms" and "BA Number: XXXX". There is a dropdown menu labeled "Please Select a Batch".

Below the dropdown menu, there is a table with four columns:

Total Record Count	Total Separation Allowance Amount	Total Separation Allowance on Form BA-3/BA-4	Total Gross Amount of Separation / Severance Allowance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there are five buttons: "Enter New Record", "Approve Upload", "Update BA-9", "Save/Return", and "Delete". At the bottom of the main content area, there are two buttons: "Print Summary Report" and "Print Detail Report".

At the bottom of the page, there is a footer with links for "Privacy Policy", "Policies & Links", "Freedom of Information Act", "No FEAR Act Data", "Frequently Asked Questions", and "About Us". There are also logos for "RECOVERY.GOV", "USA.gov", and the "U.S. Railroad Retirement Board". Contact information for the RRB is provided, including the address (844 North Rush Street, Chicago IL, 60611-1275), toll-free number (877) 772-5772, TTY (312) 751-4701, and directory number (312) 751-4300. A link to "Locate an RRB office near you" is also present. The date posted is 10/25/2007 and the date updated is 10/25/2007.

To verify the information was correctly submitted for a report, click the “Please Select a Batch” arrow and select the appropriate batch from the drop down menu. Then select either “Print Summary” or “Print Detail” Report of the BA-9.