

SAMPLE

FORM APPROVED
OMB NO. 3220-0171

U.S. Railroad Retirement Board
Office of Programs - PEMS
844 North Rush Street
Chicago, Illinois 60611-1275

ID-4K (11-11)

05-23-17

MABEL MONITOR
ANY RAILROAD USA
123 MAIN STREET
ANY TOWN, NY 78910

**PREPAYMENT NOTICE OF EMPLOYEES' APPLICATIONS
AND CLAIMS FOR BENEFITS UNDER THE RAILROAD
UNEMPLOYMENT INSURANCE ACT**

(ER NO XXXX)

The following is a report of unemployment applications, unemployment claims and sickness claims filed by current or former employees of your company under the Railroad Unemployment Insurance Act. To help ensure that benefits are paid correctly to the employees, please compare the information on this report with your employment status and payroll records. Notify the Railroad Retirement Board office identified in the last column of the report by telephone within 3 business days if you find that the employee (1) is unemployed for a reason other than that reported, (2) reported an incorrect date last worked, (3) is claiming benefits for days on which he or she worked or is entitled to vacation pay, holiday pay or other wages or remuneration, or (4) is claiming benefits for days on which he or she was voluntarily absent from work. If you do not respond within 3 days from the date of this notice but have information to provide, please mail your response to the RRB office shown. **NO REPLY TO THIS REPORT IS NECESSARY IF THE INFORMATION PROVIDED BY THE EMPLOYEE IS CORRECT AND YOU HAVE NO OTHER INFORMATION TO PROVIDE.**

If no "Date Last Worked" and "Reason Unemployed" are shown, the report is for a claim for sickness benefits. If no "Claim Beg Date" and "Claim Profile" are shown, the report is for an application for unemployment benefits. An "N" following the "Date Last Worked" indicates that the date is a reported date last worked for a non-railroad employer. The 14 codes in the claim profile indicate the employee's status on the days in the claim period. The codes are as follows: 0 - Day not claimed; 1 - Claimed day of unemployment or sickness; 2 - Day of employment; 4, 5, 6, 8, and 9 - Claimed day denied by the RRB. Contact your local RRB office if you need additional information. For additional reporting instructions, please refer to Program Letter UI-C-229.

<u>SS NUMBER</u> <u>NAME</u>	<u>PAYROLL ID NO.</u>	<u>DATE LAST WORKED</u> <u>REASON UNEMPLOYED</u>	<u>CLAIM BEG. DATE</u> <u>CLAIM PROFILE</u>	<u>EARNINGS</u>	<u>RRB OFFICE</u> <u>TELEPHONE NUMBER</u>
333-33-3333 JO DOE	0000000000		05-09-17 1111111 1111111		RRB HEADQUARTERS 312-751-3361
123-45-6789 BO RAILROADER	0000000001	08 16 16 (R) SUSPENDED	05-03-17 1111111 1111111		CENTRAL ISLIP NY 516-874-0712