

Rail Employer Reporting Instructions
Part I - Prerequisite Knowledge for Rail Employer Reporting
Chapter 3: The Role of the Service and Compensation Contact Official

Designating a Contact Official

[Form G-117a](#), “Designation of Contact Officials”, is used to establish a Railroad Retirement Board (RRB) contact official(s) for organizations covered under the Railroad Retirement Act (RRA) and Railroad Unemployment Insurance Act (RUIA). Any changes to an organization’s official(s), address, or telephone number should be entered on [Form G-117a](#) and promptly mailed or faxed to:

Railroad Retirement Board
Office of Programs
P&S/Compensation and Employer Services Center
844 N. Rush Street
Chicago, IL 60611-1275

Phone: 312-751-4992
FAX: 312-751-7123
Email: qrsc@rrb.gov

Responsibilities of a Service and Compensation Contact Official

The responsibilities of the Service and Compensation contact official consist of subjects related to compensation reports, payee earnings records, and RUIA tax contributions. Correspondence from the RRB’s Compensation and Employer Services Center (CESC), such as [programs & circular letters](#) and [report error referrals](#), will be directed to this contact official.

The Service and Compensation contact official should:

- understand how to complete forms properly;
- answer RRB inquiries promptly;
- be familiar with the ‘[Employer Reporting Instructions](#)’; and
- communicate reporting issues to other staff members who are involved in preparing reports.

The contact official’s responsibilities are important because if instructions are not understood, communicated, and followed properly, erroneous service and compensation information may be reported to the RRB. Erroneous reports create unnecessary paperwork and can create difficulties and financial hardships for employees in obtaining correct benefit payments.

Other Types of Contact Officials

The responsibilities for an employer contact official handling the following types of information can be found on the back of [Form G-117a](#).

- Executive Officer
- Supplemental Tax Annuity
- Railroad Retirement Awards

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- RRA Annuity Estimates
- Section 2(f) – RUIA
- Section 12(o) – RUIA
- Tier 1 Tax Report – RUIA
- Prepayment Claims Verification – RUIA
- Railroad Hiring
- Disability Benefits