

**Labor Employer Reporting Instructions**  
**Part VI - Reports Related to Service and Compensation**  
**Chapter 2: Form G-88A.1, Request for Verification of Last Date Worked and**  
**Form G-88A.2, Request for Service Needed for Eligibility**

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**Purpose of Form G-88A.1**

The purpose of [Form G-88A.1](#), Request for Verification of Last Date Worked, is twofold. First, the form notifies the employee's last covered employer that the employee retired and secondly, it requests verification of the date last worked so that the RRB can ensure that the employee's annuity begins on the correct date.

**When is Form G-88A.1 Sent and Who is Included?**

Form G-88A.1, Request for Verification of Last Date Worked, is produced monthly. Employees will be included on the G-88a.1 listing if:

- the employee indicated they last worked for that employer;
- the employee last worked within two years of filing for an annuity; and
- the annuity begins in that month or is retroactive to a previous month.

If an employee filed for an annuity based on age and service, the listing will also include the date the employee relinquished employment rights, so verify that this date is also correct.

**Reply to Form G-88A.1 Only if Errors**

If any of the dates on the G-88A.1 listing are incorrect; correct the date, sign the form at the bottom, and fax it to the number shown on the form. A date-last-worked date is incorrect if an employee earned creditable service for a period after that date even though the employee did not actually work, such as pay for time lost.

**Completing Form G-88A.1**

Instructions on how to complete Form G-88A.1 are on the form along with the telephone number to call with questions. You will also receive an accompanying Form RL-G88a.1, cover letter that gives a detailed explanation on how to complete the form.

**Purpose of Form G-88A.2**

[Form G-88A.2](#), Notice of Retirement and Request for Service Needed for Eligibility, also serves a dual purpose. First, the form notifies the employee's last railroad employer that the employee has retired and secondly, it requests a report of service months needed to qualify the employee for an annuity.

The form requests service month data for years in which the final earnings reports have not been filed at the RRB because they are not yet due. For example, the annual reports for service performed in 2005 are not due until the last day of February 2006.

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**Completing Form G-88A.2**

The RRB completes items 1 through 12 with information taken from the employee's application for retirement or disability benefits. The employer must:

- Verify that the date last worked (DLW) or the "Pay for Time Lost" (PTL) through date in item 11 is correct. Only complete item 13 if the DLW or PTL date is incorrect;
- Complete item 14 to indicate the number of creditable service months; and
- Complete item 16 to certify the information is correct.

Instructions on how to complete Form G-88A.2 are on the form along with the telephone number to call with questions.

**Failure to Complete and Return Form G-88A.2**

Failure to return Form G-88A.2 delays the payment of retirement benefits until the information is received. Replies should be faxed to the number on the form to facilitate timely payment of benefits. Employers are requested to expedite handling of the G-88A.2 requests.

**Form G-88A.2 and the Annual BA-3**

The service reported on Form G-88A.2 must also be included in your annual report of service and compensation that is due on the last day of February of the following year. This is necessary because the service and compensation are both utilized together in the calculation of benefits.