Rail Employer Reporting Instructions
Part V – Reports of Creditable Service and Compensation
Chapter 1: General Information about Types of Reporting Media

Reporting Media

Service and compensation may be reported by using one of following media:

- 3480 or 3490 compatible cartridge,
- 3 1/2" floppy diskette;
- CD-ROM
- Paper form
- Internet Employer Reporting System (ERS) (See Part VIII)
- Secure E-mail
- File Transfer Protocol (FTP)

Conventional magnetic tape reels (1600 or 6250 BPI) are not acceptable.

Paper forms can be obtained in the following manner:

- Download the forms; or
- Send Form G-615 🐾, Employer's Supply Requisition, to the address shown on the form. You may photocopy the exhibit of Form G-615 to request your initial supply of the forms. Allow seven to ten days to receive the requested forms.

To use ERS see Part VIII. To obtain a copy of the RRB Employer Reporting PC Program, contact QRSC:

Quality Reporting Service Center
Railroad Retirement Board
844 North Rush Street
Chicago, Illinois 60611-1275

Phone:	(312) 751-4992
Fax:	(312) 751-7123
E-mail:	QRSC@rrb.gov

Instructions

The instructions for completion of the paper forms are included on the forms themselves. When using disks or CD-ROM for reporting, data files must be in ASCII text character format. The format instructions for using automated media are in the Appendix I for each type of report you file.