

Labor 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

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 Form BA-9 (xx-xx)". At the top right, it says "Form Approved OMB No. 3220-0173". Below this is a blue header with the text "BA-9 Report of Separation Allowance or Severance Pay". In the center, it says "BA Number: XXXX". Below that, it says "Please select one of the following actions:". There are two radio button options: "Manually enter an individual BA-9 report" and "Upload a completed BA-9 report file". At the bottom center, there is a "Submit" button.

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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 fields and instructions:

- Instruction: "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: [input field]
- Employee Last Name: [input field]
- Employee First Name: [input field]
- Employee Middle Initial: [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		
BA-9 Report of Separation Allowance or Severance Pay				
2019				
Instructions				
Employee				
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"/>		
Report Type for 2019				
<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				
Separation/Severance Amount				
Enter only separation/severance compensation amounts. New amounts will be automatically calculated by the system				
<input type="text"/>				
Maximums for 2019				
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"/>
Separation Information				
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="\$"/>	
Pay Rate Code				
<input type="radio"/> Per Hour <input type="radio"/> Per Day <input type="radio"/> Per Week <input type="radio"/> Per Month				
Work Week Code				
<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				
Paperwork Reduction Act Notice				
<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 Labor 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

Home Search Site Map Contact Us Employee Online Services United States Railroad Retirement Board

ER RRB Employer Reporting System Logout

New Items (3344) Pending Items (1) Completed Items (39) Forms My Account Reports

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](#)

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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



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.