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

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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

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 Approved
Form BA-9 (xx-16)　　　　　　　　　　　　　　　　　　　　　　OMB No. 3220-0173

BA-9 Report of Separation Allowance or Severance Pay

2019

Instructions

Employee

SS Number : XXXXXXXXX　　　☐ Not US Social Security Number　　☐ Increase
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　☐ Decrease

Last Name : Public　　　　First Name: John　　　　Middle Initial : Q

Report Type for 2019

○ Initial or First Payment
○ Adjustment – Increase
○ Adjustment – Decrease
○ Periodic Payment
○ Final Payment

Separation/Severance Amount

Enter only separation/severance compensation amounts. New amounts will be automatically calculated by the system

Maximums for 2019

	Maximum for 2019	Current Separation/Severance Amount	Separation/Severance Amount	New Separation/Severance Amount	Date Rights Relinquished
Tier 2:	$98,700.00	$0.00	$	$	mm/dd/yyyy

Separation Information

BA-3/BA-4 Amount $　　　　　　　　　　　　　Year 2019 ▽

Gross Separation Allowance $　　　　　　　　Last Pay Rate $

Pay Rate Code

○ Per Hour　　　○ Per Day　　　○ Per Week　　　○ Per Month

Work Week Code

○ 5-Day Week　○ 6-Day Week　○ 7-Day Week　○ Train & Engine Service　○ Dining Car & Pullman Service

Paperwork Reduction Act Notice

Save / Return　　　Reset Record　　　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

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 Approved
Form BA-9 (xx-xx)	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
☐	***** XXXX	2014	Dec	PAYROLL	PATRICK		9/10/2014	⊙	2
☐	*****XXXX	2011	Inc	PUBLIC	JOHN	Q	9/21/2011	⊙	1
☐	*****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
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, theinformation 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.