

# Program Letter

United States  
Railroad Retirement Board  
Office of Programs



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Quality Reporting Service Center

Phone: (312) 751-4992

Email: [QRSC@rrb.gov](mailto:QRSC@rrb.gov)

Fax: (312) 751-7123

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Letter No. 2024-05

Date: September 26, 2024

TO: **Certification Registration, Retirement and Unemployment Contact Officials**

SUBJECT: **Electronic Forms Available through ERSNet**

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**Please distribute this notice to all individuals within your organization who may need the information in connection with their work.**

The Railroad Retirement Board (RRB) would like to remind employers many commonly used forms are available through the Employer Reporting System (ERSNet). These services are available to employers 24/7 and at no cost to employers. Employers can elect to receive and submit forms through ERSNet by requesting user accounts with [Form BA-12, Application for Employer Reporting Internet Access](#). User accounts can be tailored to grant access only to the forms needed for the user's job duties. After signing up for electronic access to a specific form, the RRB will no longer issue paper copies of those forms to employers.

ERSNet provides many benefits to employers and the RRB by:

- Eliminating processing delays due to mailing times.
- Providing automated processing of electronically submitted items.
- Providing users immediate feedback to ensure electronic forms are completed accurately, reducing follow-up work for the RRB and employers.
- Retaining annual/quarterly/monthly notices for retrieval when needed by employers.
- Providing reports to view information previously submitted by employers.
- Providing enhanced security as only authorized individuals are allowed to access and submit forms electronically.

## **Forms Available Through ERSNet**

### **BA-3, Annual Report of Creditable Compensation**

Allows employers to report employee service and compensation for each calendar year. Employers have the option to upload prepared report files or to manually enter data on screen.

#### **BA-4, Report of Creditable Compensation Adjustments**

Allows employers to make adjustments to employee records that were previously reported on Form BA-3.

#### **BA-6A, Form BA-6 Address Report**

Allows employers to report address information for new hires or employees who have recently moved. This report is only required if addresses were not included in Form BA-3.

#### **BA-9, Report of Separation Allowance or Severance Pay**

Allows employers to report any separation allows or severance payments made to their employees. Employers have the option to upload prepared report files or to manually enter data on screen.

#### **BA-11, Report of Gross Earnings**

Allows employers to report actual gross earnings for the sample group of covered employees whose social security number ends with the digits "30." Employers have the option to upload prepared report files or to manually enter data on screen.

#### **GL-4/GL-4A, Discrepancies on Service & Compensation**

Released by the RRB when previously reported service & compensation contains errors that must be corrected. Employers review this listing and submit BA-4 adjustments to correct the employee records.

#### **GL-129, Record of Employer Determination on Employee Protest of Service & Compensation**

Released by the RRB when an employee indicates services months and/or compensation reported for a given period is inaccurate. Employers have the option to deny the request, initiate a BA-4 correction using the information provided by the employee, or initiate a blank BA-4 correction to provide information that differs from what the employee provided.

#### **G-73A.1, Notice of Death of Railroad Retirement Annuitant**

Monthly notice released by the RRB that notifies an employer that their former employee has died.

#### **G-88A.1, Request for Verification of Last Date Carried on Payroll**

Released by the RRB for completion by the employer when an employee files a retirement application to verify an employee's day last worked.

#### **G-88A.2, Notice of Retirement and Request for Service Needed for Eligibility**

Released by the RRB for completion by the employer when an employee files a retirement application and service months from the current reporting year are required to establish eligibility to a benefit.

#### **G-88P, Employer's Supplemental Pension Report**

Released by the RRB for completion by the employer when an employee indicates possible entitlement to an employer pension and the RRB does not have sufficient information to make a determination for entitlement to a supplemental annuity.

**RL-5A, Notice to Employer of Annuity Award**

Monthly notice released by the RRB that provides employers with initial annuity payment information about their former employees who retired in the previous month.

**ID-4K, Prepayment Notice of Employees' Applications & Claims for Benefits Under RUIA**

Released by the RRB to employers to notify them that their employees have filed an unemployment application, unemployment claim, or sickness claim with the RRB. Employers have three business days to review these notifications and provide additional information or protest the application/claim.

**ID-4E, Notice of RUIA Claim Determination**

Released by the RRB to employers to notify them of the amount of unemployment or sickness benefits the RRB has paid their employees. Employers have 60 calendar days to review and file a protest of any benefits paid.

**ID-6, Report of Tier I Tax Transactions**

Monthly notice released by the RRB that provides a breakdown of all taxable sickness benefits paid by the RRB where the employer is responsible for associated Tier I taxes, broken down by employee.

**ID-6Y, Annual Summary of Tier I Tax Transactions**

Annual notice released by the RRB that provides a summary of all monthly Form ID-6 sent during the year.

**ID-40Q, Quarterly Notice to Employers – Railroad Unemployment Insurance Act**

Quarterly notice released by the RRB that provides employers and any subsidiaries with information about their RUIA benefit charges, benefit credits, and cumulative benefit and contribution figures for the quarter.

**ID-40RS, Annual Notice to Employers - Railroad Unemployment Insurance Act & Annual Proclamation**

Annual notice released by the RRB that provides employers and any subsidiaries with their RUIA contribution rate for the upcoming year. A detailed statement of how the rate was calculated is included, along with appeal rights if the employer disagrees with their rate.

**ID-3S, Request for Lien Information: Report of Settlement**

Allows employers to request information about the amount of sickness benefits the RRB has paid in connection with an employee's on-duty injury and to report personal injury settlements.

**ID-3U, Request for Section 2(f) Information**

Allows employers to request information about the amount of benefits the RRB has paid in connection with an employee who has received pay-for-time-lost or guarantee pay.

**ID-30B, Notice of Lien**

Released by the RRB to employers who are reported to be liable for an employee's on-duty injury.

**SI-5F, Status Report – Personal Injury Claims**

Released by the RRB to follow-up on the status of an initial Form ID-30B that was previously released to the employer.

If you currently fax or mail copies of the above forms to the RRB, we recommend requesting access to the ERSNet system immediately. To do so, you can contact the Quality Reporting Service center for assistance by email at [QRSC@rrb.gov](mailto:QRSC@rrb.gov) or by phone at (312) 751-4992.