

<h2 style="margin: 0;">Notice of Retirement and Request for Service Needed for Eligibility</h2>		<b>SECTION 1 – IDENTIFYING INFORMATION</b>													
		1. Social Security No.													
		2. Name													
		3. Date Released						4. BA No.							
5. Railroad Name and Address     Facsimile Number: (    )						6. Payroll Number									
						7. Job Title									
						8. Work Location									
						9. Department or Division									
10. RRB Filing Date				11. Date Last Worked (Last day on payroll as employee)				12. Date Rights Relinquished (if applicable)							
<p><b>SECTION 2 - EMPLOYER INSTRUCTIONS - PLEASE READ THE "IMPORTANT NOTICES" ON THE NEXT PAGE.</b></p> <p>This employee filed an application for an annuity and has informed the RRB that (s)he relinquished employment rights (if applicable) and stopped working on the date shown in Item 11.</p> <ul style="list-style-type: none"> <li>• <b>Complete Item 13 below <u>only</u></b> if the date in Item 11 differs from the date carried on the payroll.</li> <li>• <b>Always complete</b> Items 14 and 16.</li> <li>• Fax this form to (312) 751-7192 or mail to the address shown on the top of the next page <b>within 10 days</b>. The employee cannot be awarded an annuity until we receive this information.</li> </ul> <p>If you have any questions, telephone the Quality Reporting Service Center at (312) 751-4992.</p>															
13. Last day on payroll as employee <span style="float: right;">→</span>						Month		Day		Year					
14. Indicate with an "X," months the employee had service. The "Current Year" refers to the year shown in Item 11. "Prior Year" is the year before. If this form will be submitted before your annual report for the prior year, complete items about the prior year as well.															
		J	F	M	A	M	J	J	A	S	O	N	D	Total Months	
Current Year															
Prior Year															
15. REMARKS															
<p><b>SECTION 3 - EMPLOYER CERTIFICATION</b></p> <p>16. The information in this report is correct to the best of my knowledge and belief.</p>															
Signature										Date					
Title										Telephone No. (    )					
Facsimile No. (    )						E-Mail Address									
<b>NOTE: IF EMPLOYEE RETURNS TO COMPENSATED SERVICE NOTIFY THE RRB IMMEDIATELY.</b>															

U.S. RAILROAD RETIREMENT BOARD  
844 N RUSH STREET  
CHICAGO, IL 60611-2092

May be used for window  
envelope if folded properly.

**IMPORTANT NOTICES**

**PAPERWORK REDUCTION ACT NOTICE**

The Railroad Retirement Board's (RRB) authority for requesting this information is Section 9 of the Railroad Retirement Act (RRA). The information requested is needed and used by the RRB to determine your employee's eligibility for a retirement annuity under Section 2 of the RRA (45 U.S.C. Sec. 231A). Furnishing this information is required by law (Section 7(b)(6) of the RRA (45 U.S.C. 231F(B)(16)).

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We estimate this form takes an average of 5 minutes per response, including the time for reviewing the instructions, getting the needed data, and reviewing the completed form. Federal agencies may not conduct or sponsor, and respondents are not required to respond to a collection of information unless it displays a valid OMB number. If you wish, send any comments regarding the accuracy of our estimates or any other aspects of this form, including suggestions for reducing the completion time, to the Chief of Information Management, Railroad Retirement Board, 844 North Rush Street, Chicago, IL 60611-2092.