APPLICATION FOR SPOUSE/DIVORCED SPOUSE ANNUITY

MONTH	DAY	YEAR		OFFICE NUMBER					
	1								
APPROVE	D -								
DDLICATI	ON NUMBER		DATE COD	DED					
APPLICATI	ON NUMBI	 ER	DATE COD	DED DAY	YEAR				
APPLICATI	ON NUMBI	ER			YEAR				

Section 1 General Instructions

Before you complete this application, be sure to read the booklet *RB-30*, Spouse/Divorced Spouse Annuity, which explains information you will need to answer many of the questions in this application. Also be sure to read the important notices at the end of the booklet *RB-30*.

Type or print legibly in ink. If you need more space than is provided to answer a question, use Section 15 for this purpose. If you do not know the answer to a question, print "Unknown" in the space provided for the answer.

When entering dates, always use numbers. Also, be sure there is one number in each box. For example, you would enter June 6, 2007, as:

Mon	ıth	Da	ay		Ye	ar	
0	6	0	6	2	0	0	7

Some items in this application will not apply to you so you will not need to answer them. Based on your answer to a question, you may be told to skip to another item number, or even another section. Follow the instructions that tell you to "Go to" another item. These are designed to save you time and help you move through the application form quickly filling in only necessary information. If no "Go to" instructions are given, answer the next item in order. Do not skip any items unless directed to do so.

If you are completing this application on behalf of someone else, you must answer each question as it applies to the applicant.

Section 2 Identifying Information

Check the information entered by the Railroad Retirement Board (RRB) for Items 1 through 6 for accuracy.

- ➤ If the information is correct, go to Section 3.
- ➤ If the information is not correct, cross out the incorrect information and enter the correct information above it.
- ➤ If the information is missing, fill it in.

Employee Identification	1	EMPLOYEE'S RAILROAD RETIREMENT CLAIM NUMBER ————————————————————————————————————
	2	EMPLOYEE'S SOCIAL SECURITY NUMBER
	3	EMPLOYEE'S NAME —————
Applicant Identification	4	APPLICANT'S NAME
	5	a MAILING ADDRESS
		CITY AND STATE
		ZIP CODE ————
		b COUNTY
	6	• DAYTIME TELEPHONE NUMBER

Section	on 3	Information About You And Your Family							
Social	7	7 Enter your social security number. —	Go to Item 8						
Security Information		If none, enter an "X" by "To be submitted."	d → Go to Item 10						
	8	My name appears on my social security card	→ Go to Item 10 → Go to Item 9						
ı	9	Enter your name as it appears on your social security card.							
Sex	10	0 Enter an "X" in the box that shows your sex.	1ALE						
Birthdate	11	1 Enter your date of birth. ————————————————————————————————————	Year						
Name At Birth	12	2 Enter your name at birth if different from Item 4.							
Current Marriage	13	3 Enter the date of your marriage to the railroad employee.	Year						
Marital Status	14	Manifel status to the neiline of employee	RIED → Go to Item 15 PRCED → Go to Item 17						
Previous Marriage	15	Enter an "X" in the appropriate box: The railroad employee was married before our marriage. Yes No							
	16	I was married before my marriage	→ Go to Item 18 → Go to Item 19						
Subsequent Marriage	17	7 Enter an "X" in the appropriate box: Yes Yes Yes to the railroad employee. No							
Marriage History	18	If you are a spouse, enter the following information about your marriage be If you are a divorced spouse, enter the following information about your marriage. If applicable, enter information for more than one marriage in S	on about your marriage <i>after</i> your marriage to the						
		a Marriage Began	Marriage Ended						
		1. Date 5. Date							
		City and State 6. City and State	ite						
		3. Former Spouse's Name 7. Reason	Death Divorce Annulment Other - Explain in Section 15						
		4. Former Spouse's Social Security Number ————	- - -						
		Complete 18b if you do not know your former spouse's social security num	nber						
		b Enter your former spouse's (1) Date of birth Month Date	y Year						
		(2) Place of birth ————————————————————————————————————							
		(3) Father's name							
		(4) Mother's maiden name —————							

Criminal Offense	19	Enter an "X" in the appropriate box: Within the past 12 months, I have been imprisoned or given a sentence of confinement due to a conviction for a criminal offense.	☐ Yes → Go to Item 20 ☐ No → Go to Section 4				
	20	Enter the date of the conviction.	Month	Day	Year		
			Month	Day	Year		
	21	Enter the date of the sentence of confinement.	Worth	Day	Teal	-	
	22	Enter the date that confinement began.	Month	Day	Year		
	23	Enter an "X" in the appropriate box: Has the confinement ended?			Go to Item 24 Go to Section 4		
			Month	Day	Year		
	24	Enter the date confinement ended.					
Secti	on 4	Information About Type Of Annuity					
Please early re		Parts I & III of the RB-30 booklet for information about spous nent.	e and div	orced spo	ouse annuities and	reductions for	
Type of Annuity	25				GE ANNUITY TY BASED ON REN	Go to Item 26	
		Enter an "X" in the box that shows the type of spouse annuity you are filing for.		REDUCED AGE ANNUITY Section			
				WITH F	CED SPOUSE PREVIOUS EDUCTION	Go to Section 6	
	26	Enter an "X" in the appropriate box: I will accept a reduced age annuity if I am not eligible for a full age annuity or an annuity based on child(ren).		Yes No			
Secti	on	Information About Children In Your Care					
Please	read	d Part I of the <i>RB-30</i> booklet for an explanation of "child-in-ca	are."				
Filing Based On Child-In- Care	27	Enter an "X" in the appropriate box: I have one or more of the railroad employee's children in my care who are unmarried and under age 18. (This includes natural children, adopted children, stepchildren and dependent grandchildren.)			- Go to Item 28 - Go to Item 33		

Children	Pr						ld count toward qualifying you for an annui							
	Child's Full Name and Social Security Number					ip to Employe eck One)	ee	Date of Birth				Enter an "X" in the appropriate box: The child is disabled		
	28a	Name		28c		Natural Adopted Stepchild	28 M	d onth	Day	Year	28e		Yes	
	28b					Grandchild Other							No	
	29a 29b	Name	1 1	29c		Natural Adopted Stepchild Grandchild	29 N	d onth	Day	Year	29e		Yes No	
	30a	Name		30c		Other Natural Adopted	30 N	d onth	Day	Year	30e		Voc	
	30b			-		Stepchild Grandchild Other					-		Yes No	
	31a	Name		31c	Natural (31 N	d onth	Day	Year	31e		Yes		
	31b					Stepchild Grandchild Other							No	
	32a	Name		32c	Stepchil	Adopted	32 N	d on t h	Day	Year	32e		Yes	
	32b					Grandchild							No	
	(Note: To support your e either you or the employ Determination of Child	ree must coi	nplete	and	return to th	e RR	3 Fo i	m AA-1	9a, App				
	Do	not complete Item 33 if eve	ery child in ite	ms 28	3-32 i	s living with	you;	go to	Section	6.				
Children Not Living	Print the requested information for every Explain your parental responsibilities in S				not l n 15.	living with yo	ou. Pr	int the	e younge	est child	in (a)	'		
With Applicant		Full Name Of Child Child			d's Address			Person With Whom Child				Relationship		
		a										To Child		
		b												
		Note: Items 34-45 are rese	rved.										_	
Section	on (Information Abou	t Your Rai	ilroad	W t	ork								
	reac	Part II of the RB-30 bookle		anatio	n of	work that yo	ou mu	st sto	p					
Railroad Work	46	Enter an "X" in the appropriate I have worked for a railroat railroad industry or a railro	d or other er			:he			es → (7		
Last Railroad	47	Enter the name of the railre	•	-	ilroad	d _								
Employment	48	Enter your payroll name at number for that employer. work for the employer nam year or last year, leave this	nd identificat (If you did ned in Item 4	ion ot 7 this				ι						
	year or last year, leave this item blank.) - 49 Enter your last job title for that employer. (If you did not work for the employer namin Item 47 this year or last year, leave this item blank.)													

Last Railroad Employment (Cont.)	50	Enter your last division or department and its location for that employer.	~											
()	51	Enter the dates you worked for that employer.		F	ROM			T)					
		(If your railroad employment has not ended, enter the last date you will work for that	Month Day		y Year		Month	Month Day		/ear				
		employer in the "TO" date.)												
	52	Enter an "X" in the appropriate box: I relinquish my seniority rights and all other rights to work for the employer shown in Item as of the last date entered in Item 51.		Yes No										
Other Railroad Work	53	Enter an "X" in the appropriate box: I have worked for another railroad or other employer in the railroad industry or a railroad labor organization this year or last year.	I have worked for another railroad or other						☐ Yes → Go to Item 54 ☐ No → Go to Item 60					
	54	Enter the name of that employer.	→											
	55	Enter your payroll name and Identification number for that employer.	-					_						
	56	Enter your last job title for that employer.	-					_						
	57	Enter your last division or department and its location for that employer.	~		_									
	58	Enter the dates you worked for the employer			FROM			7	ГО					
		named in Item 54. (If your railroad employment has not ended, enter the last date you will work for this employer in the "TO" date.)	,	Da	ny	Year	Month	Day_		Year 				
	59	Enter an "X" in the appropriate box: I relinquish my seniority rights and all other rights to work for the employer shown in Item 54 as of the last date entered in Item 58	->	Yes No										
Railroad Seniority Rights	60	Enter an "X" in the appropriate box: I still have seniority rights or other rights to re to work for a railroad employer or a railroad la organization not listed in Items 47 or 54.	->	Yes → Go to Item 61 No → Go to Section 7										
	61	Enter the name and address of any additional employer indicated in Item 60 with whom you still have rights to return to work.	->				_							
		Note: Your spouse annuity cannot with the employer(s) named in Item	til you	ı relinquis	sh your n	ights to er	mployme	nt						

Section	on 7	Information About Your Nonrailroad Work										
Do not complete this section if you are filing for a divorced spouse annuity.												
Nonrailroad Work		Please read Part IV of the <i>RB-30</i> booklet for information about nonrailroad work and how employment affects your annuity.										
	62	Enter an "X" in the appropriate box: I worked for pay outside the railroad industry within the 6 months before the date I expect my annuity to begin. (Do not include self-employment. Include any employment for an incorporated business which you own or public service.)	☐ Yes → Go to Note and Item 63 ☐ No → Go to Item 73									
		Note: If you had Last Pre-Retirement Nonrailroad Employs complete Form G-19F, Earnings Information Request, of (1) The annuity beginning date (ABD) is before January (2) the ABD is January 1, or later, of this year, and you	only when one of the following applies: y 1 of this year or									
Most Recent Nonrailroad Work	63	Enter the name and address of your current or most recent nonrailroad employer.										
	64	Enter your current or most recent job title for that employer.										
	65	Enter your average monthly salary for that employer. (SHOW DOLLARS ONLY)	\$									
	66	Enter the dates you worked for that employer. (If you have not set the date	FROM TO Month Day Year Month Day Year									
		you expect to stop working, leave the "TO" date blank and check the box "I am still working.")	1 am still working									
	67	Enter an "X" in the appropriate box: The employer named in Item 63 is a seasonal employer.	Yes No									
Next Most Recent Nonrailroad Work	68	Enter the name and address of your next most recent nonrailroad employer within the 6 months before the date you expect your annuity to begin.	If none, enter "NONE" and go to Item 73									
,	69	Enter your last job title for that employer.										
	70	Enter your average monthly salary for that employer. (SHOW DOLLARS ONLY)	\$									
	71	Enter the dates you worked for that	FROM TO									
		employer. (If you have not set the date you expect to stop working, leave the	Month Day Year Month Day Year									
		"TO" date blank and check the box										
		"I am still working.")	I am still working									
	72	Enter an "X" in the appropriate box: The employer named in Item 68 is a seasonal employer.	☐ Yes ☐ No									
Self- Employment		you are employed and your business is incorporated , answer Ite mpleted. If your business is not incorporated, answer Item 73 "										
	73	Enter an "X" in the appropriate box: I was self-employed during the last 6 months.	☐ Yes → Go to Item 74 ☐ No → Go to Section 8									
		Note: If answered "Yes," complete and return Form AA-4, S Questionnaire, to the RRB.	self-Employment and Substantial Service									

Self- Employment (Cont.)	74	Enter an "X" in the appropriate box: I am still self-employed.	☐ Yes → Go to Section 8 ☐ No → Go to Item 75
	75	Enter the date you were last self-employed.	Month Day Year
Section	on 8	Information About When Your Annuity Will	Begin
Please	read	Part II of the RB-30 booklet to find out when your annuity ca	an begin.
Annuity Beginning Date	76	Enter an "X" in the appropriate box: I want my annuity to begin on the earliest date permitted by law.	☐ Yes → Go to Section 9 ☐ No → Go to Item 77
	77	Enter the date you want your annuity to begin.	Month Day Year
Section	on (Information About Your Earnings	
		vering Items 78-90, please read Part IV of the RB-30 booklet mpt amounts, refer to Form G-77a, How Work Affects You	
Earnings Last Year	78	Enter an "X" in the appropriate box: I expect my annuity to begin before January 1 of this year.	 Yes → Go to Item 79 No → Go to Item 83
(Year)	79	Enter an "X" in the appropriate box: My total earnings from all employment last year were more than the annual earnings exempt amount.	☐ Yes → Go to Item 80 ☐ No → Go to Item 83
	80	Enter your total earnings for last year. (SHOW DOLLARS ONLY)	\$
	81	Enter an "X" in the appropriate box: I earned more than the monthly earnings exempt amount in employment for hire or performed substantial services in self-employment in every month last year.	☐ Yes → Go to Item 83 ☐ No → Go to Item 82
	82	Enter an "X" next to each month last year in which you did not earn more than the monthly earnings exempt amount or perform substantial services in self-employment.	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Earnings This Year (Year)	83	Enter an "X" in the appropriate box: I expect my total earnings for all employment this year to be more than the annual earnings exempt amount. (If all your earnings are from only railroad employment before your date last worked, answer "No.")	☐ Yes → Go to Item 84 ☐ No → Go to Item 87
	84	Enter the total amount you expect to earn this year. (SHOW DOLLARS ONLY)	\$

Earnings This Year (Cont.)	85	Enter an "X" in the appropriate box: I expect to earn more than the monthly earnings exempt amount in employment for hire or to perform substantial services in self-employment in every month this year.	☐ Yes → Go to Item 87 ☐ No → Go to Item 86
	86	Enter an "X" next to each month this year in which you did not, or do not expect to, earn the monthly earnings exempt amount or perform substantial services in self-employment.	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Earnings Next Year (Year)	87	Enter an "X" in the appropriate box: I am filing this application in September, October, November, or December.	☐ Yes → Go to Item 88 ☐ No → Go to Section 10
	88	Enter an "X" in the appropriate box: I expect my total earnings for all employment next year to be more than this year's annual earnings exempt amount.	Yes → Go to Item 89No → Go to Section 10
	89	Enter the total amount that you expect to earn next year. (SHOW DOLLARS ONLY)	\$
	90	Enter an "X" next to each of the first four months of next year in which you expect to earn less than this year's monthly earnings exempt amount.	JAN FEB MAR APR
	read	Information About Social Security Benefits Part V of the <i>RB-30</i> booklet to see how this application can effect social security benefits will have upon your railroad ret	
Social Security Filing Date	91	Enter an "X" in the appropriate box: I also want this application used to protect my filing date for social security benefits. (Answer "Yes" only if you are age 62 or older, disabled, or otherwise eligible for social security old age, disability, or survivor benefits and you have not filed an application for such benefits.)	☐ Yes ☐ No
Social Security Benefits	92	Enter an "X" in the appropriate box: I have filed, or plan to file within the next 90 days, an application for social security benefits.	☐ Yes → Go to Item 93 ☐ No → Go to Section 11
	93	Enter the date you became or will become eligible for these social security benefits.	Month Year
	94	Enter an "X" in the appropriate box: I have received my first social security payment.	☐ Yes → Go to Item 95 ☐ No → Go to Item 96
	95	Enter the current total monthly amount of your social security benefits (before reduction for work or Medicare premiums).	\$

Social Security Benefits (Cont.)	96	Enter an "X" in the appropriate box: All or part of my social security benefits described above are based on the earnings of someone other than the railroad employee or myself.	Yes → Go to Item 97 No → Go to Section 11								
	97	Enter the social security number of the person on earnings your social security benefits are based.									
1	98	Enter the name of the person on whose earnings your social security benefits are based.									
Section	on 1	1 Information About Other Railroad Re	etireme	nt Ann	uity						
Please	read	Part V of the <i>RB-30</i> booklet for an explanation of the	ne reducti	on for ot	her railro	ad retire	emen	t annu	ities.		_
Other Railroad Annuity	99	Enter an "X" in the appropriate box: I previously filed, or I am now filing for a separate railroad retirement annuity based on an earnings record of someone other than the railroad employee named in Item 3. (Include yourself if applicable.)			_	➤ Go to			2		
	100	Print the full name of that other person.									
	101	Enter that other person's Railroad Retirement Board claim number,	Prefix	If only six numbers, enter here:							
		including the letter prefix.									1
Section		2 Information About Public Service Per Part V of the <i>RB-30</i> booklet for an explanation of the		ion for a	Public S	ervice F	ensi	on.			
Public Service Pension	102	Enter an "X" in the appropriate box: I am receiving or expect to receive a pension or I have received or expect to receive a lump-sum payment instead of a pension, based on my earnings, from a agency of the Federal, state, or local government. (Answer "No" if your only government pension payments are social security railroad retirement, veterans affairs, worker's compensation, or black lung benefits. Also answer "No" if you received a lump-sum payment that was just your contributions to the pension fund plus interest.)	, -		 -	— Got — Got			3		
	103	Enter an "X" in the appropriate box: I am/was an employee of the Federal Governmen	nt. >			→ Got → Got			Secti	on 13	
		Note: If answered "Yes," complete a Service Pension Questionnaire, a					08, P	ublic			

Public Service Pension (Cont.)	104	On my last day of employment, I was employed by a state or local government or the military service, and social security (FICA) taxes were being deducted from my public service earnings. NOTE: If answered "No," complete and return Public Service Pension Questionnaire, and	
Section	on 1	3 Information About Medicare	
Con	plet	e this section only if you are 64 years and 5 months of a	age or older.
	-	ead Part VI of the RB-30 booklet for an explanation of the M	
Medicare Enrollment	105		Yes → Go to Item 106 No → Go to Item 107
	106	Enter your Medicare claim number. (If this is a railroad retirement filing, enter the prefix. If it is a social security filing, enter the suffix.)	Prefix Suffix Go to Section 14
	107	Enter an "X" in the appropriate box: I have filed for Part B within the last three months.	☐ Yes → Go to Item 108a ☐ No → Go to Item 109
	108	a Enter the social security number or railroad retirement claim number under which you filed. (If this is a railroad retirement filing, enter the prefix. If it is a social security filing, enter the suffix.)	Prefix Suffix
		b Enter the date you filed.	Month Day Year Go to Section 14
	109	Enter an "X" in the appropriate box: I wish to enroll in Part B.	Yes → If you are under age 65 years and 4 months, go to Section 14. If you are older than age 65 years and 3 months, go to Item 110. No → I understand that I elected not to enroll in Part B and that the premium rate may be higher if I do enroll later in Part B. Go to Section 14.
	110	Enter an "X" in the appropriate box: I am currently covered by an employer group health plan (EGHP) based on my own or my spouse's current employment.	☐ Yes → Go to Item 112 ☐ No → Go to Item 111
	111	Enter an "X" in the appropriate box: I was previously covered by an EGHP based on my own or my spouse's current employment.	☐ Yes → Go to Item 113 ☐ No → Go to Section 14
	112	The beginning date of my EGHP coverage is:	Month Day Year
		If applicable, the date employment will stop for the person whose employment qualifies me for EGHP coverage is:	Month Day Year Go to Item 114
	1		

Medicare Enrollment (Cont.)	113	The beginning and ending dates of my EGHP coverage and the date last worked in the employment which qualified me for EGHP coverage are:		Month	Day	Year	
		EGHP Beginning Date —————					
		EGHP Ending Date					
		Date Employment Stopped ———					
				G	o to Item	114	
	114	Enter an "X" in the appropriate box: I wish to enroll in a special enrollment period.		→ Go to			
	115	Enter an "X" in the appropriate box: a. I am enrolling in Part B while either still covered by an EGHP or during the first full month after my EGHP coverage.		→ Go to			
		b. I am requesting a Part B effective date of	Month Da	у	Year	Go to Section 14	
	116	Enter an "X" in the appropriate box: I am requesting premium surcharge relief for the months of EGHP coverage.	Yes No				
Section	n 1	4 Direct Deposit					
Please	read	Part VII of the <i>RB-30</i> booklet for an explanation of Direct De	posit.				
Benefits are generally paid by Direct Deposit to your bank, savings and loan, credit union, or other financial institution. To provide the information we need to correctly deposit your payments, attach a voided personal check and go to Section 15 , or call your financial institution for the information you need to complete Items 117-121, below. If you do not have a bank account, or if you believe receiving your payments by Direct Deposit would cause you a hardship, go to Item 122 .							
Direct Deposit	117	Enter the name of your financial institution.					
	118	Enter the telephone number of your	Area Code		Telepho	ne Number	
		financial institution.					
	119	Enter the routing transit number of your financial institution.	·				
	120	Enter your account number. ——>					
	121	Enter an "X" in the appropriate box: Type of account for the above account number.	Checki Saving Go to	_	5		
	122	Check this box if you do not have a checking or savings account, or if Direct Deposit would cause you a hardship.					

Section	on 1	5 Remarks						
Remarks	123							
		· ·						
	1	<u> </u>						

Section	า 16	Certification							
Certification	124	Enter an "X" in the appropriate box: I will have a guardian or other representative sign this application on my behalf.	YES → Go to Note and Item 125 NO → Go to Item 125						
		Note: If answered "Yes," your guardian or other representative must sign this application. That person must also complete and return Form AA-5, Application for Substitution of Payee.							
	125	I know that if I make a false or fraudulent statement in order to receive benefits from the Railroad Retirement Board (RRB), I am committing a crime which is punishable under Federal law. I have received the booklets, <i>RB-30</i> , <i>Spouse/Divorced Spouse Annuity and RB-9</i> , <i>Employee and Spouse Annuities—Events That Must Be Reported</i> . I understand that I am responsible for reporting events that would affect my annuity as explained in these booklets. I certify that the information I gave the RRB on this application is true to the best of my knowledge.							
		I agree to immediately notify the RRB:							
		organization, or return to work in any conscitu in the	IF I remarry (if I am filing for a divorced spouse annuity). IF a qualifying child marries or leaves my custody or residence. IF my address changes.						
	.	IF I am filing in advance of the date(s) shown in							
		Rem(s) 51 (and 56), and there is a change in a date.	IF I am confined in a jail, prison, penal institution, or correctional facility due to a conviction for a criminal offense.						
		service as "pay-for-time-lost" for months after the							
			IF I earn more than the annual earnings exempt amount. IF I perform work, including self-employment, for a						
		Nonrailroad Employer and there is a change in my estimated earnings.	family owned, controlled or managed business, including a business operated, managed or owned by me, a family member, friend or close associate, whether for pay or not, and without regard to how the business is organized (e.g., sole proprietorship,						
		IF I begin to receive benefits directly from the Social Security Administration.							
		IF benefits I receive directly from SSA are adjusted for a reason other than normal cost-of-living increases.	 partnership, corporation, LLC, etc.). IF I become a corporate officer of, own, or operate a corporation (including a corporation owned by a family member or friend) whether for pay or not. 						
		IF I begin to receive a public service pension or there is a change in the amount of my public service pension.							
		IF my marriage ends in death or divorce (if I am filing for a spouse annuity).	IF I receive anything of value in lieu of salary or wages for any work that I performed.						
		Also, if I am covered by the earnings restriction provisions of the Railroad Retirement Act, I have received and reviewed <i>Form G-77a, How Work Affects Your Railroad Retirement Benefits</i> . Failure to report any of the above events or other events that may affect my annuity may result in a penalty deduction from my annuity, criminal and/or civil prosecution. SIGNATURE							
		(First Name, Middle Initial, Last Name) Month Da	y Year						
		DATE							
	126	If this certification is signed by mark ("X") in Item 125, two witnesses who know the person signing must sign below, giving their full addresses and daytime telephone numbers.							
			b. Signature of Witness						
			Address (Number and Street)						
		Address (Number and Street)							
		City, State, ZIP Code	City, State, ZIP Code						
		Oity, Otate, Zif Gode	Area Code Telephone Number						
		Area Code Telephone Number							
			1300 330 TOPHOTO HUMBON						

Section 17 How To Return Your Application

Before you return your application, check to make sure that:

- **Every** question that applies to you has been answered.
- You have entered "unknown" in any answer space for which you were unable to answer a question.
- You have signed and dated the application.
- You have included all the needed proofs listed in the letter you received with this application.

When you received your application, you should also have received a pre-addressed return envelope. If you do not have this envelope, you can use any envelope as long as it is addressed to the RRB office shown on page 15 of this application. No matter which envelope you use, you must put the correct postage on the envelope. Be careful to provide enough postage, because your application and the accompanying forms may weigh more than a standard letter. The U.S. Postal Service will not deliver your application unless it has the correct postage.

Make one final check before you seal the envelope to ensure that the following are enclosed:

- ➤ NEEDED PROOFS
- THE APPLICATION FORM ITSELF
- ➤ ADDITIONAL FORMS YOU WERE ASKED TO COMPLETE

Note: After the RRB receives your application, a receipt form with information about your claim will be sent to you. When you receive it, you will know that the RRB has received your application and has started the work needed to determine if you are entitled to benefits. If you do not receive the receipt within two weeks after you have filed this application, please contact us so we can find out what is causing the delay.