Creating Quarterly Form OE1As

(Required for Railroad Locals Only)
OE1As are quarterly forms that must be generated from WinStabs. They are used to report wages earned and time worked to the Railroad Retirement Board by the parent organization (SMART TD). OE1A reports should be printed quarterly and sent to the SMART TD office with your monthly billing. For filing purposes, SMART TD’s RRB Unit # is 8945.

**Step 1**

Open WinStabs and select “Quarterly Reports/Annual Reports/Minutes” > “Quarterly Report Menu” > “OE1A Quarterly Form”.

![WinStabs interface showing Quarterly Report Menu]

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**SMART TD Locals**
Step 2

Select the appropriate quarter for the form you are creating, then click “Print Report”.

WinStabs will then print the document to your defined default printer.

If no salary or lost time was paid in the selected quarter, you will receive a message box asking you to send a letter to SMART TD stating that there were no earnings.
Additionally, if you have no salary or lost time payments and you are using WinStabs 5.09, another box will appear and direct you to a form that you can print instead of writing the letter. A warning will pop up if you try to open the form, but that is due to opening a document outside of WinStabs.

If you have any questions on how to prepare your OE1A, please email fieldauditor@group.smart-union.org or call the Field Audit Help Desk at 216-227-5444.