

Upload CRA File or Check Employee Tier Status:



## Contribution Reporting Application

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Click the "Upload CRA File" button, select the RET or RSA file that you wish to upload and press the open button.

Note: The filename needs to be formatted as **PUUUYYMM.EXT**:

**P** Plan Code Type (E or T)

**UUU** Three character Unit Code

**YY** Last two digits of the payroll Year

**MM** Payroll Month (Pad single digit months with a leading zero)

**.EXT** **.RET** for Retirement or **.RSA** for RSA-1 contributions

RET and RSA Files can be generated by the [RSA CRA Application](#) or other third party software applications that generate the file in the necessary [format](#).

[Upload CRA File](#)    [Check Employee Tier Status](#)

Enter SSN:



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Enter the nine digit SSN for your employee below and click the "Submit" button to check his/her Tier status.

SSN

Tier I Match:



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SSN       Jane Smith      Tier I

If you do not agree with this Tier assignment, call RSA at 877.517.0020 to resolve **before** proceeding with payroll.

Tier II Match:



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SSN       John Smith      Tier II

If you do not agree with this Tier assignment, call RSA at 877.517.0020 to resolve **before** proceeding with payroll.

No Match (Tier II):



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SSN

The SSN you entered is not in our system. This employee will be treated as Tier II.

If you do not agree with this Tier assignment, call RSA at 877.517.0020 to resolve **before** proceeding with payroll.