

FINAL OMB SUPPORTING STATEMENT FOR  
NUREG/BR-0238, Materials Annual Fee Billing Handbook,  
NRC Form 628, "Financial EDI Authorization"  
NUREG/BR-0254, Payment Methods  
NRC Form 629, "Authorization for Payment by Credit Card"

(OMB Clearance No. 3150-0190)

REVISION

Description of the Information Collection

The Office of the Chief Financial Officer is responsible for billing licensees, applicants, and individuals for payment of civil penalties, full cost licensing fees, and inspection fees. The four methods used to pay bills owed the NRC are: (1) Payment by Automated Clearinghouse Network (ACH); (2) Payment by Credit Card; (3) Payment by Electronic Funds Transfer; and (4) Payment by Check. The above NUREGs are used in the billing cycle to instruct licensees how to transfer monies owed the NRC. The payment methods are defined in the above NUREGs. The Materials Annual Fee Billing Handbook (NUREG/BR-0238) is an information handbook only that provides answers to frequently asked questions, as well as payment methods and procedures, and accompanies invoices submitted to materials licensees. The ACH (NUREG/BR-0239) which now has been replaced solely by NRC Form 628, "Financial EDI Authorization," and Payment Methods (NUREG/BR-0254) which has an accompanying NRC Form 629, "Authorization for Payment by Credit Card," are the payment methods that impose information collection burdens on licensees and are described in this Supporting Statement. NUREG/BR-0239, Financial EDI Authorization and NUREG/BR-0253, Fact Sheet - Electronic Funds Transfer are no longer being used.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information.

NRC Form 628, "Financial EDI Authorization," is an option used to make payment through the Automated Clearinghouse (ACH) Network. This form authorizes the licensee's bank to pay invoices to the NRC through the ACH. The NRC Form 628 requests the licensee's name, electronic funds transfer contact, telephone number, address, authorized signature and title.

NRC Form 629, "Authorization for Payment by Credit Card," is another option used to authorize payment. The Department of the Treasury has negotiated an agreement with the plastic card network that eliminated the ceiling of \$1,800 per transaction previously allowed. The credit card authorization form is used by licensees to authorize payment by credit card for license fees. The form solicits information that identifies the cardholder's name, address, account number, card expiration date, cards accepted, cardholder's signature, invoice number or license number.

There are no recordkeeping requirements associated with this collection.

2. Agency Use of Information.  
The agency properly credits monies received through the ACH and credit card companies when these two methods are utilized by the licensees to pay their indebtedness to the NRC.
3. Reduction of Burden Through Information Technology.  
There is no legal obstacle to reducing the burden associated with this information collection by use of information technology. Moreover, NRC encourages licensees to make payment through Electronic Funds Transfer (EFT). This action is consistent with the Debt Collection Improvement Act of 1996.
4. Effort to Identify Duplication and Use Similar Information.  
The Information Requirements Control Automated System (IRCAS) was searched for duplication, and none was found.
5. Effort to Reduce Small Business Burden  
Many of the licensees billed annually are small businesses. Efforts have been made to keep the method of collecting fees as simple as possible and requirements for information have been kept to a minimum.
6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently.  
The impact to the NRC fee program if the collection is not conducted or is conducted less frequently will be a minimal effect. Licensees, applicants and individuals will continue to have two options open to them to pay future bills and invoices mailed to them. They may send a check or use an electronic funds transfer through FedWire.
7. Circumstances which Justify Variation from OMB Guidelines.  
Not Applicable.
8. Consultations Outside the NRC.  
The opportunity for public comment was published in the Federal Register on September 28, 2001 (66 FR 49706). No comments were received.
9. Payment or Gift to Respondents.  
Not Applicable.
10. Confidentiality of the Information. NRC provides no pledge of confidentiality for the collection. To the extent information is business confidential, procedures are in place to protect the information from improper disclosures.
11. Justification for Sensitive Questions.  
Not applicable.
12. Estimate of Burden and Burden Hour Cost.  
For NRC Form 628, Financial EDI Authorization, it is estimated that it takes about 5 minutes to read the instructions and complete the form. It is estimated that approximately 50 forms will be completed annually with an estimated burden of 4

hours (50 forms x .08 = 4 hours). The estimated annual cost is \$600 (5 minutes [.08 hr/form] x 50 forms x \$150).

For NRC Form 629, Authorization for Payment by Credit Card, and NUREG/BR-0254, it is estimated that it takes about 5 minutes to read the instructions and complete the form. It is estimated that approximately 40 forms will be completed monthly with an estimated 480 forms (40 monthly x 12) received annually for an estimated burden of 38 hours (40 monthly x 12 = 480 x .08 hours). The estimated annual cost is \$5,700 (5 minutes [.08 hr/form] x 480 form x \$150).

The total estimated burden is 42 hours (4 hrs + 38 hours) at a cost of \$6,300 (\$600 + \$5,700).

13. Estimate of Other Additional Costs.  
None.
14. Estimated Annualized Cost to the Federal Government.  
EDI Financial Forms (NRC Form 628) and Credit Card Forms (NRC Form 629) are processed by third party entities for the NRC annually. There is no cost to the NRC because the cost for this service, by the third party, is assumed by the Department of the Treasury.
15. Reasons for Changes in Burden or Cost.  
The overall estimated burden decreased from 106 hours to 42 hours and the estimated number of responses from 1,320 to 530, because of the following:
  - (1) the burden for NRC Form 628, Financial EDI Authorization was reduced by 20 hours from 24 to 4 hours because the actual number of forms received was 50 instead of the estimated 300. The reduction in burden hours is in direct correlation to the reduction in the number of responses.
  - (2) the burden for NRC Form 629, authorization for Payment by Credit Card and NUREG/BR-0254 was reduced by 44 hours from 82 to 38 because the actual number of forms received was 480 instead of the estimated 1,020. The reduction in burden hours is in direct correlation to the reduction in the number of responses.
  - (3) in March 1999, the brochure on EDI authorizations (NUREG/BR-0239) was discontinued because of the high cost of printing by the lock box bank to send out to potential customers and also because NRC encountered problems with the prepaid postage stamp on the brochures. Thus, the authorization forms are now enclosed with each invoice issued in addition to a copy of the payment methods brochure, which EDI is a payment method. Also, NUREG/BR-0253 was discontinued, but the content of this brochure is contained in NUREG/BR-0254, Payment Methods.
16. Publication for Statistical Use  
None.

17. Reason for Not Displaying the Expiration Date.  
Not applicable.

18. Exceptions to the Certification Statement.  
Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this information collection.