

DRAFT 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. 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.

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 credit card authorization form is used by licensees to authorize payment by credit card for license fees and for payment of fees for fingerprint cards. 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 would be minimal, except for the fingerprint fees which must be paid by credit card. 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.

An opportunity for comment has been published in the Federal Register.
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 Annualized 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 10 forms will be completed annually with an estimated burden of .8 hour (10 forms x .0833 = .83 hours). The estimated annual cost is \$130 (5 minutes [.0833 hr/form] x 10 x \$156).

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 7,320 forms will be completed annually with an estimated burden of 610 hours (7,320 forms x .0833 = 610 hours). The estimated annual cost is \$95,160 (5 minutes [.0833 hr/form] x 7,320 forms x \$156).

The total estimated burden is 611 hours (.8 hour + 610 hours) at a cost of \$95,290 (\$130.00 + \$95,160).

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 increased by 569 from 42 hours to 611 hours and the estimated number of responses by 6,800 from 530 to 7,330 because of the following:

- (1) The burden for NRC Form 628, Financial EDI Authorization was reduced by 3.2 hours from 4 to .8 hour because the actual number of forms received was 10 instead of the estimated 50. The decrease in burden hours is in direct correlation to the decrease in the number of responses.
- (2) The burden for NRC Form 629, authorization for Payment by Credit Card and NUREG/BR-0254 was increased by 572 hours from 38 to 610 because the actual number of forms received was 7,320 instead of the estimated 480. The increase in burden hours is in direct correlation to the increase in the number of responses. Because NRC mandated that all fingerprint fees be paid by credit card, there was a significant increase in the number of credit card forms processed .

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.