

PROGRAM OFFICIAL CERTIFICATION FOR PROPOSED COLLECTION OF INFORMATION

TITLE OF COLLECTION

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"

I certify that the proposed collection of information --
 (Program Official should answer the following questions and certify responses by signing below.)

	YES	NO	N/A
1. Reduces to the extent practicable the burden, including with respect to small entities, using techniques such as; (1) establishing differing timetables or reporting requirements to account for available resources, (2) clarifying, consolidating, or simplifying reporting requirements, and (3) exempting entities from all or part of the information collection requirement.	✓		
2. Is written using plain, coherent, and unambiguous terminology and is understandable to respondents.	✓		
3. Will be implemented in ways consistent and compatible, to the maximum extent practicable, with respondents' existing reporting and recordkeeping practices.	✓		
4. Has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information, including processing the information in a manner to enhance, where appropriate, the information's utility to agencies and the public.	✓		
5. Uses effective, efficient, and appropriate statistical survey methodology.			✓
6. To the maximum extent practicable, uses information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public.	✓		
7. Is necessary for NRC to properly perform its functions, and that the information has practical utility.	✓		
8. Is not unnecessarily duplicative of information otherwise reasonably accessible to the agency.	✓		
9. Indicates for each recordkeeping requirement the record retention.			✓
10. Informs potential respondents why the information is being collected; its necessity to the agency's performance; provides an estimate of and request for comment on the burden; indicates whether responses are mandatory, voluntary, or required to obtain a benefit (citing authority); confidentiality (citing authority); and the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid control number.	✓		

Program Office Official _____

Sherry Buda

 (Signature)

Date _____

10/28/2010

Sherry A. Titherington-Buda

(Type or print name)



United States Nuclear Regulatory Commission

Protecting People and the Environment

Materials Annual Fee Billing Handbook



NUREG/BR-0238, Rev. 18
October 2010

Office of the Chief Financial Officer

Printed mailings must be delivered to:

U.S. Nuclear Regulatory Commission
Government Lockbox
Mail Stop T-9E10
Washington Plaza
Washington, DC 20555-0001

REGULATORY COMMISSION IDENTIFICATION NUMBER

For Taxpayer Identification Number with the NRC. NRC Form 531 should be printed from the NRC Web site at <http://www.nrc.gov>. Select "Payment Methods"; then select License Fees; and scroll down to Payment Terms, Fees, and Penalties. You can also obtain a form by calling Fees at (301) 415-7554.

REGULATORY COMMISSION INFORMATION

For more information, please contact the Chief Financial Officer at (301) 415-7554. Please contact the office at:

U.S. NUCLEAR REGULATORY COMMISSION

(301) 415-7554



Payment Methods

U.S. NUCLEAR REGULATORY COMMISSION
OCFO/DFM/LFT
Mail Stop T-9E10
WASHINGTON, DC 20555-0001
(301) 415-7554



When per response to comply with this voluntary collection request: this collection solicits information that will allow the respondent to respond electronically. Forward comments regarding burden estimate Management Branch (T-6 F33), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (1010-0190), Office of Management and Budget, Washington, DC 20503-0001. Means used to impose an information collection does not display a OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

Where payment methods accepted by the NRC for payment of a proposed or imposed civil penalty, a full cost licensing or application fee, an application fee, a revision to a reciprocity application, or other fees.

PAYMENT BY AUTOMATED CLEARINGHOUSE

Clearinghouse (ACH) Network is a highly reliable and efficient electronic funds transfer system. The ACH is governed by rules that provide for the interbank clearing of debit and credit transactions for the exchange of information among participating financial institutions.

A number of transactions involving the collection of funds by Federal Reserve Bank are made through the ACH Network. The Federal Reserve Bank is the single user of the ACH Network, originating and receiving millions of transactions each month. At the NRC, collections via the ACH Network have been in use since 1996.

Several advantages over checks:

- Method of payment
 - Automatic bill payment
 - Postage fees
 - Lost checks
 - Late payments and associated late charges
 - Check writing and reconciliation fees
 - Inclusive of all electronic collection systems
 - Debits and credits (debits and credits) can be processed through the ACH Network
- As the growing needs of companies to electronically send payment as well as payments between trading partners, the ACH system has become an important part of Corporate payments. Because of the importance of this system, the NRC can now accept electronic payment through the Corporate payment program.

You may obtain a copy of NRC Form 628, FINANCIAL EDI USER GUIDE, by calling the NRC's collection service provider, DOI/NBC, at

PAYMENT BY CREDIT CARD

The NRC is currently accepting credit cards for payment of annual fees, full cost licensing and inspection fees, new license fees, revisions to reciprocity applications, civil penalties, and other fees. We accept Visa, MasterCard, American Express, and Discover. If you wish to pay by credit card, complete the authorization form included with your invoice or civil penalty. You may also print a copy of the form from the NRC Web site. The URL is <http://www.nrc.gov>. Select Business with NRC; then select License Fees; and scroll down to Payment Terms, Options and Forms. The authorization form is NRC Form 629, Authorization for Payment by Credit Card.



Mail the completed credit card authorization to:

U.S. Nuclear Regulatory Commission

U.S. Bank

P.O. Box 979051

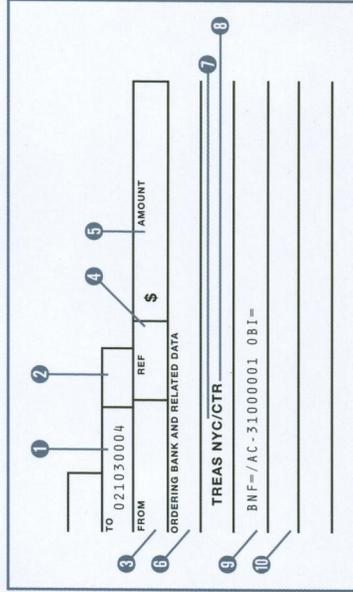
St. Louis, MO 63197-9000

Be sure to reference your invoice number if you are paying a bill. If you are submitting an application fee for a new license or a revision to a reciprocity application, just state this in the invoice field.

If you are paying a civil penalty, reference the EA number in the invoice field.

PROCEDURE FOR ELECTRONIC FUNDS TRANSFER

The NRC can receive funds through the U.S. Department of the Treasury (Treasury) Fedwire Deposit System. The basic wire message format below complies with the Federal Reserve Board's standard structured third-party format for all electronic funds transfer (EFT) messages.



See sample EFT message to Treasury above. Each numbered field is described below:

- 1 **RECEIVER-DFI#** - Treasury's ABA number for deposit messages is 021030004.
- 2 **TYPE-SUBTYPE-CD** - The sending bank will provide the type and subtype code.
- 3 **SENDER-DFI#** - The sending bank will provide this number.
- 4 **SENDER-REF#** - The sending bank will insert this 16-character reference number at its discretion.
- 5 **AMOUNT** - The transfer amount must be punctuated with commas and decimal point; use of the "\$" is optional. The depositor will provide this item.

6 **SENDER-DFI-NAME** - The Federal Reserve Bank will automatically insert this information.

7 **RECEIVER-DFI-NAME** - Treasury's name for deposit messages is "TREAS NYC." The sending bank will enter this name.

8 **PRODUCT CODE** - A product code of "CTR" for customer transfer should be the first data in the RECEIVER-TEXT field. Other values may be entered, if appropriate, using the ABA's options. A slash must be entered after the product code.

9 **AGENCY LOCATION CODE (ALC)** - THIS ITEM IS OF CRITICAL IMPORTANCE. IT MUST APPEAR ON THE FUNDS TRANSFER DEPOSIT MESSAGE IN THE PRECISE MANNER AS STATED TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE TO THE AGENCY LOCATION CODE OF THE APPROPRIATE AGENCY. The ALC identification sequence can, if necessary, begin on one line and end on the next line; however, the field tag "BNF=" must be on one line and cannot contain any spaces. The NRC's 8-digit ALC is: BNF=/AC-31000001

10 **THIRD-PARTY INFORMATION** - The Originator to Beneficiary Information (OBI) field tag "OBI=" signifies the beginning of the free-form third-party text. All other identifying information intended to enable the NRC to identify the deposit—for example, NRC annual fee invoice number, description of fee, 10 CFR 171 annual fee, and licensee name—should be placed in this field.

The optimum format for fields 7, 8, 9, and 10 using an 8-digit ALC is as follows:

TREAS NYC/CTR/BNF=/AC-31000001 OBI=

The optimum format, shown above, will allow 219 character positions of information following the "OBI=" indicator.

If the licensee's bank is not a member of the Federal Reserve System, the non-member bank must transfer the necessary information and funds to a member bank, which then must transfer the information and funds to the local Federal Reserve Bank.

For transfer of funds from local Federal Reserve Banks to be recorded on the same day, the transfer must be received at the New York Federal Reserve Bank by 4 p.m., EST. Otherwise, the deposit will be recorded on the next workday.

PAYMENT BY CHECK

Checks should be made payable to the U.S. Nuclear Regulatory Commission with the invoice number, EA number, or other information which identifies the payment, written on the check. Mail the check to:

U.S. Nuclear Regulatory Commission
U.S. Bank
P.O. Box 979051
St. Louis, MO 63197-9000

**AUTHORIZATION FOR PAYMENT
BY CREDIT CARD**

Estimated burden per response to comply with this voluntary collection request: 5 minutes. Requested information will allow respondents to transfer funds electronically. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0190), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

The NRC is currently accepting credit card payment of fees and other debts. If you wish to pay by credit card, complete the authorization below. If you have any questions, contact NRC's collection service provider, Department of Interior/National Business Center at 303-969-5880.

NAME OF CARDHOLDER		ACCOUNT NUMBER	CARD EXPIRATION DATE
ADDRESS		CARDS ACCEPTED (Check card you are using) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> NOVUS (DISCOVER) <input type="checkbox"/> AMERICAN EXPRESS	
TELEPHONE	LICENSE NUMBER	SIGNATURE OF CARDHOLDER	
INVOICE NUMBER OR DESCRIPTION	TOTAL AMOUNT OF TRANSACTION		

If you are paying an application or registration fee (including new licenses, amendments, etc.), mail the completed form with your application to the appropriate regional office.

For all other payments, send completed form to:

**U.S. Bank
U.S. Nuclear Regulatory Commission
Accounts Receivable Team
P. O. Box 979051
St. Louis, MO 63197-9000**

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 629. This information is maintained as part of a system of records designated as NRC-32 and described at 71 Federal Register 59636 (October 10, 2006), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is located in the NRC's Agencywide Documents Access and Management System.

- 1. AUTHORITY:** 5 U.S.C. 552a; 5 U.S.C. 5514; 15 U.S.C. 1681; 26 U.S.C. 6103(m)(2); 31 U.S.C. 37, subchapters I and II; 31 U.S.C. 3701(a)(3); 31 U.S.C. 3711; 31 U.S.C. 3716; 31 U.S.C. 3717; 31 U.S.C. 3718; 31 U.S.C. 3720; 42 U.S.C. 2201; 42 U.S.C. 5841; Cash Management Improvement Act Amendments of 1992 (Pub. L. 102-589); Debt Collection Improvement Act of 1996 (Pub. L. 104-134); 31 CFR Chapter IX, Parts 900-904; 10 CFR Parts 15, 16, 170, 171; Executive Order (E.O.) 9397; E.O. 12101; and E.O. 12731.
- 2. PRINCIPAL PURPOSE(S):** To collect credit card account information and provide authorization for its use to collect a payment or debt.
- 3. ROUTINE USE(S):** In addition to the disclosures permitted under subsection (b) of the Privacy Act, NRC may disclosed information to debt collection contractors or to other Federal agencies for the purpose of collecting and reporting on delinquent debts and to banks enrolled in the Treasury Credit Card Network to collect a payment or debt when the individual has given his or her credit card number for this purpose. Information may be disclosed in accordance with any of the routine uses listed in the Prefatory Statement of General Routine Uses which includes to an appropriate agency in the event the information indicates a violation or potential violation of law; in the course of an administrative or judicial proceeding; to an appropriate agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis; and to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records.
- 4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Providing this information is voluntary. However, not providing the requested information will not provide the NRC the information and authorization required to use your credit card to collect a payment or debt.
- 5. SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Financial Management, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

FINANCIAL EDI AUTHORIZATION

Estimated burden per response to comply with this voluntary collection request: 5 minutes. Requested information will allow respondents to transfer funds electronically. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0190), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

"AGENCY" U.S. Nuclear Regulatory Commission provides services to "COMPANY" _____

Company agrees to make payments for fees by electronic funds transfer (EFT) through the ACH Network. Agency agrees to grant such flexibility.

Therefore, Agency hereby:

1. authorizes Company to make fee payments by EFT,
2. certifies that it has selected the following depository financial institution, and
3. directs that all such electronic funds transfers be made as provided below:

NAME OF INSTITUTION	ACCOUNT NAME	ACCOUNT NUMBER
ADDRESS OF DEPOSITARY INSTITUTION (include ZIP Code)	ROUTING TRANSIT NUMBER	FAX TELEPHONE NUMBER

Can you receive an electronic invoice in the EDI 810 format? YES NO Payment Format: CTX CCD+

COMPANY NAME	COMPANY ADDRESS (include ZIP Code)	
COMPANY EFT CONTACT	TELEPHONE NUMBER	
COMPANY TELEPHONE CONTACT	TELEPHONE	

Agency shall give thirty (30) days advance, written notice to Company of any changes in depository financial institution or other payment instructions. When properly executed, this authorization will become effective fifteen (15) days after its receipt by Agency's financial institution.

AUTHORIZED SIGNATURE	TITLE	DATE
----------------------	-------	------

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 628. This information is maintained as part of a system of records designated as NRC-32 and described at 71 Federal Register 59636 (October 10, 2006), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is available in the NRC's Agencywide Documents Access and Management System.

1. **AUTHORITY:** 5 U.S.C. 552a; 5 U.S.C. 5514; 15 U.S.C. 1681; 26 U.S.C. 6103(m)(2); 31 U.S.C. 37, subchapters I and II; 31 U.S.C. 3701(a)(3); 31 U.S.C. 3711; 31 U.S.C. 3716; 31 U.S.C. 3717; 31 U.S.C. 3718; 31 U.S.C. 3720; 42 U.S.C. 2201; 42 U.S.C. 5841; Cash Management Improvement Act Amendments of 1992 (Pub. L. 102-589); Debt Collection Improvement Act of 1996 (Pub. L. 104-134); 31 CFR Chapter IX, Parts 900-904; 10 CFR Parts 15, 16, 170, 171; Executive Order (E.O.) 9397; E.O. 12101; and E.O. 12731.
2. **PRINCIPAL PURPOSE(S):** Information necessary for the NRC to accept fee payments by electronic funds transfer.
3. **ROUTINE USE(S):** Information contained in this system may be disclosed to debt collection contractors or to other Federal agencies for the purpose of collecting and reporting on delinquent debts and to banks enrolled in the Automated Clearinghouse (ACH) Network to collect a payment or debt when the individual has given his or her authorization for this purpose. Information may be disclosed in accordance with any of the Routine Uses listed in the Prefatory Statement of General Routine Uses, including to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law; in the course of an administrative or judicial proceeding; to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery under a protective order issued by a court of competent jurisdiction and in presenting evidence; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis; and to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Providing this information is voluntary. However, not providing the requested information will not provide the NRC the information and authorization required to accept payment of fees by electronic funds transfer.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Financial Management, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.