

DRAFT SUPPORTING STATEMENT  
FOR  
NRC FORM 531 "REQUEST FOR TAXPAYER IDENTIFICATION NUMBER"  
OMB 3150-0188

EXTENSION

Description of Information Collection

The Debt Collection Improvement Act of 1996 (P.L. 104-134) was signed into law on April 26, 1996. Under this law, Federal agencies are required to collect Taxpayer Identification Numbers (TINs) from all persons who do business with the government. NRC Form 531 is used to collect TINs and information sufficient to identify the licensee or applicant for licenses, certificates, approvals and registrations. In 1997, requests for TINs were mailed to licensees in the vendor database for which there was no TIN on file. Based on experience, 300 requests for TINs will be mailed to new licensees each year.

A. JUSTIFICATION

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

The Debt Collection Improvement Act of 1996 requires all Federal agencies to obtain TINs from all persons who do business with the Government including contractors and recipients of credit, licenses, permits, and benefits.

2. Agency Use of Information

The TIN will be requested from all licensees and applicants for which we have not previously collected a TIN. The TIN will be entered into the vendor file of the Financial Accounting and Integrated Management Information System (FAIMIS), the NRC accounting system. The TIN will be used on payments (refunds) made to licensees by electronic funds transfer by the Department of the Treasury. The Department of the Treasury will use the TIN to determine whether the refund can be used to administratively offset any delinquent debts reported to the Treasury by other government agencies. In addition, the TIN will be used to collect and report to the Department of the Treasury any delinquent indebtedness arising out of the licensee's or applicant's relationship with the NRC.

3. Reduction of Burden Through Information Technology

There are no legal obstacles to reducing the burden associated with this information collection. The NRC encourages respondents to use new automated information technology when it would be beneficial to them. NRC issued a regulation on October 10, 2003 (68 FR 58791), consistent with the Government Paperwork Elimination Act, which allows its licensees, vendors, applicants, and members of the public the option to make submissions electronically via CD-ROM, e-mail, special Web-based interface, or other means. Requests which are not for personal records that require verification of identity of the requester are being accepted by electronic mail and facsimile transmission in addition to mail and in-person written request. It is anticipated that 5 percent of all requests will be submitted electronically. The NRC Form 531, Request for Taxpayer Identification Number, is presently on NRC's Website where it is electronically accessible to the licensees.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements. NRC has in place an ongoing program to examine all information collections with the goal of eliminating all duplication and/or unnecessary information collections.

5. Effort to Reduce Small Business Burden

The information required by NRC Form 531 is needed for both small and large businesses in order to issue refunds owed to licensees. Approximately 300 responses are received annually of which 75% are small businesses.

6. Consequences to Federal Program or Policy Activities if the Collection is not Conducted or is Conducted Less Frequently

The impact to the NRC of not conducting or conducting the collection of information less frequently will result in licensees and applicants not receiving payment due them from the NRC and will result in the Department of the Treasury being unable to perform administrative offset of delinquent debts. The frequency cannot be reduced because this is a one-time request for information from the public.

7. Circumstances Which Justify Variation from OMB Guidelines

This request does not vary from OMB guidelines.

8. Consultations Outside the NRC

Opportunity for public comment on the information collection requirements for this clearance package has been published in the Federal Register.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of Information

Confidential and proprietary information is protected in accordance with NRC regulations at 10 CFR 9.17 (a) and 10 CFR 2.390 (b).

11. Justification for Sensitive Questions

Not applicable

12. Estimate of Annualized Burden and Burden Hour Cost

The estimated time to complete the form is five minutes. The annual number of requests for TINs is 300. The estimated annual burden is 25 hours (.083 hr x 300 TINs). The public cost is computed as follows: 25 hours x \$274 per hour equals \$6,850.

13. Estimate of Other Additional Costs

The NRC has determined that the quantity of records to be maintained is roughly proportional to the recordkeeping burden and, therefore, can be used to calculate approximate records storage costs. Based on the number of pages maintained for a typical clearance, the records storage cost has been determined to be equal to 0.0004 times the recordkeeping burden cost. Because the recordkeeping burden is estimated to be 0 hours, there are no storage costs for this clearance.

14. Estimated Annualized Cost to the Federal Government

The estimated annual cost to the Federal Government for data entry is \$6,850 (5 minutes per form x 300)/60 x \$274 = \$6,850.

15. Reasons for Change in Burden or Cost

There is no burden change; however, the cost has increased because of the increase in the hourly rate from \$257 to \$274.

16. Publication for Statistical Use

This information will not be published for statistical use.

17. Reason for Not Displaying the Expiration Date

The expiration date will be displayed.

18. Exceptions to the Certification Statement

There are no exceptions.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.