

DRAFT OMB SUPPORTING STATEMENT  
FOR  
NUREG/BR-0254, PAYMENT METHODS AND  
NRC FORM 629, "AUTHORIZATION FOR PAYMENT BY CREDIT CARD"  
EXCLUSIVELY ON PAY.GOV  
(3150-0190)

REVISION

Description of the Information Collection

The Nuclear Regulatory Commission (NRC) bills licensees, applicants, and individuals for civil penalties, licensing fees, inspection fees, and other fees. The four methods used to pay bills owed to the NRC are: (1) Payment by Automated Clearinghouse Network (ACH); (2) Payment by Credit Card; (3) Payment by Electronic Funds Transfer/FedWire; and (4) Payment by Digital Wallet (PayPal and Venmo). NUREG/BR-0254, "Payment Methods" provides instructions on how to transfer monies owed to the NRC; no information is collected by the NRC in using this brochure. NRC Form 629, "Authorization for Payment by Credit Card" is used to authorize collection of credit card payment information which is done so exclusively through Pay.gov

A. JUSTIFICATION

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

NRC Form 629, "Authorization for Payment by Credit Card," is primarily used by licensees to authorize payment by credit card for license fees. The form is also used for payment of fees for fingerprint cards and criminal history checks but this is relatively infrequent. The form solicits information that includes the date of authorization, company name of licensee, name of cardholder, email address, account number, card expiration date, address, cards accepted, telephone number, license or docket number, security code, purpose of payment, total amount of transaction, and signature of cardholder.

There are no record-keeping requirements associated with this collection.

2. Agency Use of Information

The agency uses this information to properly credit monies received from credit card companies when this method is utilized by the licensees to pay their indebtedness to 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 information technology when it would be beneficial to them. Respondents are able to submit the requested information using fillable-fillable forms and/or computer-readable formatted forms. It is estimated that **100%** of the potential responses are filed electronically, since NRC only processes payments exclusively via Pay.gov.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements.

5. Effort to Reduce Small Business Burden

Approximately 16 percent of the invoices issued from FY 2023 to FY 2025 were issued to 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. Burden could not be further reduced for small business as the information collected is the minimum amount to process transactions.

6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently

Under NEIMA, the NRC must recover, to the maximum extent practicable, approximately 100 percent of its annual budget authority, less the budget authority for activities excluded from fee recovery.

Licensees, applicants and individuals will continue to have four options open to them to pay future bills and invoices mailed to them. Pay.gov offers licensees four payment options, Bank account (ACH), PayPal, Venmo, and Debit or Credit Card. Licensees may also pay via FedWire (instructions are in the Payment Methods Brochure) and set up automatic ACH through their banks (Form 628 has NRC banking information which is provided to the licensee upon request and no information is collected via Form 628 from the public). This information is outlined in the Payment Methods Brochure.

7. Circumstances which Justify Variation from OMB Guidelines

Not Applicable.

8. Consultations Outside the NRC.

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

9. Payment or Gift to Respondents

Not Applicable.

10. Confidentiality of the 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

For NRC Form 629, "Authorization for Payment by Credit Card," and NUREG/BR-0254, "Payment Methods," it is estimated that it takes approximately 10 minutes to read the instructions and complete the form. It is estimated that approximately 700 forms will be completed annually with an estimated burden of 116 hours (700 forms x (10/60) = 116 hours). The estimated annual burden hour cost is \$17,864.00 (116 hours x \$154).

The NRC's average labor rate of \$154 per hour for FY 2026 was used to calculate burden costs to the public because it aligns with 2024 Bureau of Labor Statistics data showing comparable hourly mean wages across five key occupational groups (executives, management, technical staff, licensing staff, and physicists) within the nuclear industry.

13. Estimate of Other Additional Costs

There are no additional costs since forms are no longer sent by mail.

14. Estimated Annualized Cost to the Federal Government

Credit card forms (NRC Form 629) are processed by third party entities for the NRC annually. The cost associated with Pay.gov is assumed by the Department of the Treasury. Payment posting functions are performed by a third-party contractor. It is estimated that processing 700 transactions will require 58 hours (700 forms x (5/60 = 58 hours), averaging 5 minutes per transaction.

15. Reasons for Changes in Burden or Cost

The overall burden has increased by 66 hours from 50 hours to 116 hours. The estimated number of responses increased by 300 from 400 forms to 700 forms. It is estimated that it still takes approximately 10 minutes to complete the form which remains the same. The increase is the result of a complete transition to electronic means for all payment transactions.

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.