

Date: January 17, 2002

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: 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

Current Burden/Responses: 106 hours/1,320 responses

Proposed Burden/Responses: 42 hours/530 responses

Number of Respondents: 530

Frequency of Response: Annually

Burden Attributable to Third-Party Collections: None

Reasons for Changes in Burden/Responses: 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 hours 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 Financial 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 during this same time frame, but the content of this brochure is now contained in NUREG/BR-0254, Payment Methods.

Level of Concurrence: Chief
License Fee and Accounts Receivable Branch
Division of Accounting and Finance
Office of the Chief Financial Officer

Recordkeeping Requirements in Accordance with the Retention Periods for Records Rule: N/A

Search of the Information Requirements Control Automated System (IRCAS):
IRCAS was searched, no duplication was found.

Abstract: The Department of the Treasury encourages the public to pay monies owed the government through use of the Automated Clearinghouse Network and credit card. These two methods of payment are used by licensees, applicants, and individuals to pay civil penalties, full cost licensing fees, and inspection fees to the NRC.

cc: B. St. Mary