

SUPPORTING STATEMENT
VA FORM 29-0165
VA MATIC CHANGE ENROLLMENT/CHANGE
2900-0525

JUSTIFICATION:

1. The form is used by the insured to change the account number and/or bank from which a VA MATIC deduction was previously authorized. The information requested is authorized by law, 38 USC 1908.
2. The data collected on the form is used by the Department of Veterans Affairs (VA) to process the insured's request.
3. This form is available on the VA Insurance website in a fillable format.
4. The information is not contained in any other VA records. Similar information is not available elsewhere.
5. The information does not involve any small businesses.
6. The form is designed for use by the insured to change the bank account and/or bank from which VA currently deducts his/her premium payments.
7. There are no special circumstances requiring that the collection of information be conducted in a manner inconsistent with the guidelines in 5 CFR Section 1320.6.
8. The Department notice was published in the Federal Register on July 13, 2006, Volume 71, Number 134, page 39705. Outside consultations were not solicited as no major changes are being made to this form. Field stations have not reported any difficulty on the part of respondents in using VA Form 29-0165. There were no public comments.
9. The information collected is supplied by the respondent. No remuneration is made.
10. The information collection conforms with the Privacy Act of 1974 and is subject to the conditions of disclosure contained therein. The records are maintained in the system identified as 36VA00, "Veterans and Armed Forces Personnel United States Government Life Insurance Records - VA" as contained in the Privacy Act Issuances, 1993 Compilation.
11. There are no questions of a sensitive nature.
12. We estimate that approximately 5,000 forms a year will be received. We also estimate that it will take approximately 15 minutes to complete this form. We arrived at

this estimate by initiating a trial with a VA staff member unfamiliar with the form. The annual burden will now be 1,250 hours.

13. This submission does not involve any record keeping costs.

14. Cost to Government:

\$2,637.00	Estimated mailing cost (5,000 X 2 minutes per form X \$7.45/hour (average salary for station mail personnel) plus 5,000 X 27.9 cents each (presort discount)).
\$1,318.00	Estimated cost for collections (5,000 X 2 minutes per X \$7.91/hour (average salary of station collections personnel)).
\$4,383.00	Estimated cost for processing (5,000 forms X 5 minutes per form X \$10.52/hour (average salary for reviewers)).
\$150.00	Estimated printing costs (5,000 X \$30/1,000 forms).
\$8,488.00	Total cost to the Government.
\$18,750.00	Cost to reporting public (1,250 hours X \$15/hour)

15. There is no change in respondent burden.

16. The information is collected for insurance purposes only and there are no plans for publication.

17. The collection instrument, VA Form 29-0165, may be reproduced and/or stocked by the respondents and veteran service organizations. This VA form does not display an expiration date, and if required to do so would result in unnecessary waste of existing stock of this form. This form is submitted to OMB for approval every three years. As such, this date requirement would also result in an unnecessary burden on the respondents and would delay Department action on the benefit being sought. VA also seeks to minimize its cost to itself of collecting, processing and using the information by not displaying the expiration date. For the reasons stated, VA continues to seek an exemption that waives the displaying of the expiration date on this VA Form.

18. There are no exceptions to the certification statement identified in Item 19 of OMB Form 83-I.

B. Statistical Methods

The Veterans Benefits Administration does not collect information employing statistical methods.