

To be completed by STB
Account Number _____

SURFACE TRANSPORTATION BOARD  
WASHINGTON, DC 20423-0001

**APPLICATION TO OPEN AN ACCOUNT FOR BILLING PURPOSES**

Name of Company \_\_\_\_\_

Business Address \_\_\_\_\_  
*(Street - NOTE: Post Office Box is NOT acceptable) City, State, Zip Code*

Billing Address \_\_\_\_\_  
*(If different from Business Address) City, State, Zip Code*

Telephone Number \_\_\_\_\_  
*(Include area code)*

Federal Employer Identification Number (FEIN) \_\_\_\_\_  
*(If FEIN is not available, you may furnish the Name and Social Security Number of the Individual requesting account.)*

Name of Company Financial Officer, Treasurer, CFO, or Billing Manager \_\_\_\_\_  
*(Name and Title) Telephone Number (include area code)*

CERTIFICATIONS:

\_\_\_\_\_  
*Name (type or print) Title*

I certify that to the best of my knowledge the company does not have a delinquent Government account. I also certify that I have received, reviewed, and understand the Account and Debt Collection Policy of the Surface Transportation Board (policy is printed on the back of this form). I further certify that the above information is accurate to the best of my knowledge, and I fully understand that any false statements may result in prosecution under 18 U.S.C. § 1001, which is punishable by a fine of \$10,000, five (5) years' imprisonment, or both.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

SURFACE TRANSPORTATION BOARD  
WASHINGTON, DC 20423-0001

ACCOUNT AND DEBT COLLECTION POLICY

The Board's billing account procedures are contained in 49 CFR 1002.2(a)(2). The Board's debt collection regulations are found in 49 CFR Part 1018.

Interest, penalties, and administrative collection charges will be assessed on all overdue payments, in accordance with OMB Circular No. A-129 and 31 U.S.C. 3701, 3711-3720, except as otherwise provided in the Federal Claims Collection Standards (31 CFR 900), which are set forth in 49 CFR Part 1018.

INTEREST. Interest will be assessed on the principle of the outstanding delinquency debt. The date of delinquency is 30 days after the initial billing date. For delinquent debts, interest and the rate of prescribed interest shall be established and accrue from the date on which notice of the debt and the interest requirements are first mailed to the debtor or the date of delinquency, whichever is later. The minimum annual rate of interest will be calculated by the Department of the Treasury as an average of the current value of funds to the Treasury, as published in a Treasury Bulletin. The current rate can be obtained from the Chief, Section of Financial Services. Debts will incur interest at the annual rate in effect at the time the outstanding debt becomes delinquent. (See 49 CFR 1018.30.)

PENALTY CHARGE. A penalty charge is a punitive charge assessed on all delinquent debts which are more than 90 days' delinquent, although the charge will accrue on the principle and be assessed from the date of delinquency. The penalty charge set forth in the 31 U.S.C. 3717 is 6 percent per year (simple interest). (See 49 CFR 1018.30.)

ADMINISTRATIVE COLLECTION FEE. Administrative costs incurred in the processing and handling of a delinquent debt will accrue and be assessed from the date of delinquency. This charge will be a flat charge of \$10.00 per delinquency and represents the actual cost incurred. Administrative collection fees will be assessed every time a debt becomes more than 60 days' delinquent. (See 49 CFR 1018.30.)

ADDITIONAL COLLECTION COSTS. Any additional costs, including the cost of reporting delinquent debtors to credit bureaus, referral of debts to commercial collection agencies, and any processing fees associated with the referral of the outstanding delinquency to the Department of the Treasury, Debt Management Services, for offset against individual or corporate income tax refunds, or litigation by the Department of Justice, will be the responsibility of the debtor. (See 49 CFR 1018.30.)

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INSTRUCTIONS

All blanks **MUST** be filled in.

Each certification **MUST** be attested to by signature and date.

The information **MUST** be typed or clearly written in ink.

Those individuals who do not have a Federal Employer Identification Number may furnish their Social Security Number as authorized by Executive Order No. 9397. Furnishing your Social Security Number is voluntary, but failure to do so will result in the denial of your request or closing of your current account.

Your signature certifies that you have reviewed and understand the Board's account and debt collection policy.

Section 7701 of Title 31 to the U.S. Code authorizes collection of this information for agency use. In accordance with the Privacy Act, 5 U.S.C. 552a, all taxpayer identification and social security numbers are secured and used only for credit management and debt collection activities. Disclosure of this information may be made to a collection agency, credit bureau, the Department of the Treasury, or the Department of Justice should litigation be necessary. The information collected will not be made available to the general public.

It is estimated that an average of .08 burden hour per response is required to complete this collection of information. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments concerning the accuracy of this burden estimate or suggestions for reducing this burden should be directed to both the Surface Transportation Board, ATTN: PRA Officer, Suite 1260, Washington D.C. 20423-0001, and to the Office of Management and Budget, Office of Information and Regulatory Affairs, (OMB No.2140-0006), Washington D.C. 20503.

Submit **ORIGINAL** of this completed form to:

Fees and Billing

Surface Transportation Board  
395 E Street, SW, Suite 1160  
Washington D.C. 20423-0001