

Supporting Statement for  
Paperwork Reduction Act Submission

STB Form 1032 – Application to Open an Account for Billing Purposes

**A. Justification**

1. Need for Information

The Surface Transportation Board is, by statute, responsible for the economic regulation of common carrier railroads operating in the United States. The agency needs the information on this application from persons doing business before the agency who wish to open an account with the Board to facilitate payment of filing fees and fees for other services rendered by the agency. The agency is authorized to collect this information pursuant to 31 U.S.C. 7701. The relevant procedures are codified at 49 CFR 1002.2(a)(2).

Collecting the information necessary to open an account results in a benefit to both the respondent and the Board. Having a credit account allows the respondent to file numerous documents with the Board, which then issues a monthly statement of charges payable by one check. Also, having an account permits law firms to send their staff to the Board to obtain copying, research and certification services without having to pay at the time the service is provided and then seek reimbursement from the law firm. Without an account, respondents would have to cut individual checks when they submit filings or receive services. Some of the accountholders have 40-50 transactions per month, while others have 5-10 transactions per month. Issuing individual checks would be a considerable burden to the respondent, and processing and depositing these checks would be a burden to the Government.

2. Use of Data Collected

The data collected is used for credit management and debt collection activities.

3. Reduction of Burden through Improved Technology

Respondents are permitted to fax their signed forms to the Board.

4. Identification of Duplication

This information is not duplicated by any other agency.

5. Minimizing Burden for Small Businesses

The burden associated with this one-time collection is negligible for all respondents.

6. Frequency Reduction Consequences

The form is filled out only once per respondent.

7. Special Circumstances

None

8. Consultation Outside Agency

The Board provided a 60-day comment period regarding this collection in 73 FR 34068 (June 16, 2008). No comments were received. As required, a Federal Register notice providing an additional 30-day comment period is being published simultaneously with this submission.

9. Payment or Gift

No payment or gift is made in connection with this survey form.

10. Assurance of Confidentiality

In accordance with the Privacy Act, all taxpayer identification and social security numbers are secured and used only for credit management and debt collection activities.

11. Sensitive Information

The information generally collected on this form is the respondent's business name, address, and FEIN number and the signature of the company executive. On occasion, where a billing account is sought by an individual, rather than a business, that respondent's name, address, and social security number is collected.

12. Estimated Burden Hours and Cost

The Board estimates that 20 applicants will use this form annually and that it will take each respondent less than .08 hours to complete and process the form. This estimate is based on actual past survey information.

13. Record Keeping Burden

For respondents, there is no record keeping associated with this collection. The STB retains this information until respondent asks to close account and any debts are paid in full.

14. Annualized Cost To the Federal Government

Negligible.

15. Program Changes to Items 13 and 14 of OMB Form 83-1

Not applicable.

16. Publication of Data and/or Results

None.

17. Display of Expiration date for OMB approval

The expiration date and control number for this collection are printed on the form.

18. Exceptions to the Certification for Paperwork Reduction Act Submissions

Not applicable.

**B. Collection of Information Employing Statistical Methods**

Not Applicable.