

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 freight railroads and certain other carriers operating in the United States. The agency needs the information on this application from persons doing business before the agency who wish to open a billing 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 C.F.R. § 1002.2(a)(2).

Collecting the information necessary to open a billing account results in a benefit to both the respondent account holder and the Board. The Board issues to the account holder a monthly statement of charges payable by one check or credit card payment. Without an account, respondents would have to cut individual checks or make separate credit card payments when they submit filings or receive services from the Board. Some of the account holders have as many as 40-50 transactions per month. Making separate, individual payments for each transaction would be a considerable burden to the respondent, and processing and depositing these checks or processing these credit card payments would be a burden to the Government. Also, having an account allows law firm staff to obtain copying, research, and certification services from the Board without having to pay at the time the service is provided and then seek reimbursement from the law firm.

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 or email 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 76 Fed. Reg. 60,964 (Sept. 30, 2011). 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, business address, and FEIN number, and the signature of a 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 are collected.

12. Estimated Burden Hours and Cost

The Board estimates that 5 applicants will use this form annually and that it will take each respondent no more than .08 hours (5 minutes) to complete and submit 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 outstanding debts, if any, are paid in full.

14. Annualized Cost to the Federal Government

The burden on the agency is negligible. It takes the agency no more than .08 hours (5 minutes) to process the information on this form at an annual cost of approximately \$23.

Moreover, as described above, this collection results in a net savings to the Board because it allows the Board to consolidate multiple fees or costs into one bill.

15. Reason for Program Changes.

There are no relevant program changes. The revision sought reflects a decrease in the agency's estimated number of respondents.

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.