**PAPERWORK REDUCTION ACT**

**CHANGE WORKSHEET**

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| **Agency/Subagency****U.S. Department of Education, Federal Student Aid, Business Operations, Program Management Services, Application Processing Division** | **OMB Control Number****1845-****0002** |
| **Enter only items that change** **Current Record New Record** |
| **Agency form number(s)** |  |  |
| **Annual reporting and record keeping****hour burden** |  |
|  **Number of respondents** | **20,719** | **25,758** |
|  **Total annual responses** | **20,719** | **25,758** |
|  **Percent of these responses** **collected electronically** | **99.10%** | **99.6%** |
|  **Total annual hours** | **6,898** | **7,962** |
|  **Difference** |  | **1,064** |
|  **Explanation of difference** Program Change |  | **1,064** |
|  **Adjustment**  |  | **0** |
| **Annual reporting and record keeping cost burden (in thousands of dollars)** |  |
|  **Total annualized capital/startup** **costs** | **$0.00** | **$0.00** |
|  **Total annual costs (O&M)** | **$0.00** | **$0.00** |
|  **Total annualized cost requested** | **$0.00** | **$0.00** |
|  **Difference** |  | **$0.00** |
|  **Explanation of difference** **Program Change** |  | **N/A** |
|  **Adjustment**  |  | **$0.00** |
| **Other change\*\*****The purpose of this change sheet is to request an amendment for the 2013-2014 processing cycle to the currently approved information collection, Student Aid Internet Gateway (SAIG) Enrollment Form, 1845-0002. The objective is to obtain approval for the changes to the form for the upcoming cycle. The current forms (OMB No: 1845-0002) for the 2012-2013 processing cycle will expire on 12/31/2012. The paper version will only be used if requested by the customer. The production forms must be accessible to the public by December 12, 2012 so that (1) new organizations can enroll in SAIG and be able to transmit and receive information from the Title IV application systems beginning January 1, 2013; and (2) existing organizations will be able to change their demographic information, and/or add or delete services.** |
| **Signature of Senior Officer or****designee:****Lisa D. Washington** | **Date:****10/16/2012** | **For OIRA Use** |

 **\*\*This form cannot be used to extend an expiration date**

 **OMB 83-C**