

Justification for Non-Substantive Change Request

OMB Control No. 0625-0143

The International Trade Administration's Commercial Service (CS) requests approval to add two requests for information regarding credit card and electronic check payments to its Trade Mission Application. This information is based on best practices regarding acceptance of financial data.

CS recently added an online (electronic check payment) function to its financial management system. This functionality streamlines and reduces client and CS administrative burden for clients who wish to pay by check. The first request is to add a dropdown box to the check payment screen for clients to indicate whether the checking account is a personal or business account. This information ensures that the funds are withdrawn from the appropriate account.

The second request will be used if a client use CS payment system, and pertains to verifying credit card information by adding a security step to validate the credit card and the user. CS will implement a verification process where the client must enter a 6 digit/letter code in the box provided. This code is system generated by CS's financial management system and is a best practice for numerous internet purchases or requests. Additionally, CS may engage a vendor to accept payment and these vendors may request the clients paying by credit card to enter their 3-digit security code that's listed on the back of the majority of credit cards. It should be noted that only one security function will be requested of the client.

These changes are minimal at best and provide additional security to CS's clients. No burden change is estimated.