

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS  
31 CFR Part 208 - Management of ACH Payments  
OMB No. 1510-0066

A. Justification

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

Section 31001 (x) of the Debt Collection Improvement Act (Chapter 10 of the Omnibus Consolidated Rescission and Appropriations Act of 1996) Pub. L. 104-134 requires Federal agencies to effect most payments via electronic funds transfer (EFT) to recipients beginning January 2, 1999. In order to effect payments electronically, the Bureau of the Fiscal Services (BFS) must collect from each recipient of payments from BFS the name of the financial institution, Routing and Transit Number (RTN) and account number of the financial institution where the payment is to be sent. Collection of this information is waived where the government or individual payment recipients invokes a waiver under 31 CFR Part 208.4 (a)(g).

**2. Indicate how, by whom, and for what purpose the information is to be used.**

BFS must collect from each recipient of Federal payments the name of the financial institution, RTN, and account information of the financial institution where the payment is to be sent in order to effect the payment via electronic funds transfer.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.**

The bank account information will be collected electronically for some types of payment. For example, BFS has an automated system for travel whereby travel authorizations and vouchers are filed electronically. New Federal employees, retirees, and vendors must fill out a Direct Deposit form or an ACH Vendor/Miscellaneous Payments form.

**4. Describe efforts to identify duplication.**

This information is collected solely to effect payments electronically. This information is not collected through other forms. There is no other similar information that can be used to effect payments electronically.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

The Direct Deposit forms used to collect this information have been in use for several years and were developed to minimize the burden on small entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If this information is not collected, BFS will not be able to comply with the Act.

**7. Explain any special circumstances that would cause an information collection to be inconsistent with guidelines in 5 CFR 1320.5(d)(2).**

The collection of this information is conducted in a manner which is consistent with the guidelines in 5 CFR 1320.5(d)(2)

**8. Consultations with Persons Outside the Agency.**

A 60-day public comment notice was published in the *Federal Register* on May 30, 2013, at 78 FR 32532, for the renewal of this information collection. No written comments were received.

**9. Explain any decision to provide any payment or gift to respondents.**

No payment is made in exchange for this information.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The information collected is confidential in nature. Direct Deposit forms have a privacy act statement, which reads, "All information on this form, including the individual claim number, is required under 31 U.S.C. 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. This information is used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program."

**11. Provide additional justification for any questions of a sensitive nature.**

There are no questions that are of a sensitive nature.

**12. Provide estimates of the hour burden of the collection of information.**

Number of respondents per year: 1,300  
(Vendors - 1,200; personnel - 100)

Frequency of reports:

- Federal employee: one time when employee enters into Federal service,
- Federal retiree: one time when employee applies for retirement,
- Vendor: occasionally when vendor enters into new contract with recipient,
- Travel: none (information is collected when employee enters into Federal service)

Annual burden hours: 325 hours

15 minutes per form for each respondent

No. Respondents	No. Responses Per Respondent	Annual Responses	Hours Per Response	Total Burden
1,300	1	1,300	0.25	325

**13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. .**

None

**14. Provide estimates of annualized costs to the Federal government. .**

Based on an internal analysis of the process required to effect a payment (check or EFT), there is no additional cost to BFS.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

N/A

**16. For collections of information whose results will be published, outline plans for tabulation and publication.**

Collected information will not be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

N/A

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**

N/A

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

Not applicable. Collection of information does not employ statistical methods.