

Supporting Statement
OMB No. 1510-0019
FMS 133

A. Justification

1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION

Payment Management (PM) requires that everyone who makes a claim of non-receipt against the United States for the Proceeds of a U.S. Treasury Check must complete a FMS 133 claim form. The form is used to determine if a payee is entitled to the proceeds of the check. An initial handwriting examination is conducted using the signature specimens provided on the form (produced by the claimant) to determine if a forgery is involved. The FMS 133 contains information found in 31 United States Code, Section 321 and 3331-3343, as to the authority of the Treasury Department to consider a claim. The FMS 1133 contains pertinent Privacy Act information.

2. PURPOSE AND USE OF DATA

Information presented to PM by the claimant on the FMS 133 is required in order to process the individual claim for a payment obligation owed. A Legal Administrative Specialist can make a determination of forgery and then complete the necessary steps to settle the claim, or notify the program agency that the settlement of the claim is recommended. If the collection and analysis of the information provided on the claim form was not conducted, PM would have no basis with which to adjudicate the payee's claim for the proceeds of the check.

3. CONSIDERATION GIVEN TO INFORMATION TECHNOLOGY

No information systems or technologies have been developed and/or employed to reduce the reporting burden.

4. EFFORTS TO IDENTIFY DUPLICATION

Similar data is not available from other agencies, or any other sources.

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES

The collection of information does not involve small businesses or other small entities.

6. CONSEQUENCES OF NOT CONDUCTING COLLECTION

The collection of information does not occur on a constant or fixed basis. It is only generated as an aftermath of a payee claiming entitlement to the proceeds of a U.S. Treasury check which he/she alleges not to have received. If the confirmation is not

collected from the claimant, the claim of non-receipt and/or forgery cannot be substantiated.

7. SPECIAL CIRCUMSTANCES REQUIRING DATA COLLECTION TO BE INCONSISTENT WITH GUIDELINES IN 5 CFR 1320.5(d)(2)

There are no special circumstances that require the collection of data to be conducted in a manner consistent with the guidelines set forth in 5 CFR 1320.6.

8. CONSULTATION WITH INDIVIDUALS OUTSIDE OF THE AGENCY ON AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, CLARITY OF INSTRUCTIONS AND FORMS, AND DATA ELEMENTS

A notice was published in the *Federal Register* on June 25, 2013, at 78 FR 38097. There were no comments received as a result of the notice.

9. EXPLANATION OF DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENT

There were no offers of payments or gifts to respondents for the collection of this information.

10. ASSURANCE OF CONFIDENTIALITY OF RESPONSES

The FMS 1133 claim form requests information necessary under the authority of 31 USC Section 321 or 3331-3343, to consider a claim for non-receipt. The information is protected by the Privacy Act to extent allow by law.

11. JUSTIFICATION OF SENSITIVE QUESTIONS

No questions of a sensitive, sexual or religious nature are contained on the FMS 1133.

12. ESTIMATED BURDEN OF INFORMATION COLLECTION

Estimates of the burden of collection is as follows (FY12 data):

No. of Respondents	No. of Responses Per Respondent	No. Annual Responses	Hours Per Response	Total Annual Burden
27,640	1	27,640	0.1667	4,608

13. ESTIMATED TOTAL ANNUAL COST BURDEN TO RESPONDENTS

There is no cost to respondents. The respondent simply has to complete the claim form and to return it. There are no start-up or capital costs, or any other costs to the respondent other than the cost of the postage to mail the claim form.

14. ESTIMATED ANNUALIZED COST TO THE FEDERAL GOVERNMENT

Estimates of annualized costs to the Federal Government (costs associated with the design, processing, mailing, collecting data and printing of the form) is \$340,000.

15. REASON FOR CHANGE IN BURDEN

The decrease in burden hours is an adjustment based on actual data gathered on the number of respondents.

16. PLANS FOR TABULATION, STATISTICAL ANALYSIS AND PUBLICATION

There are no plans to externally publish the results of the collection information.

17. REASONS WHY DISPLAYING THE OMB EXPIRATION DATE IS INAPPROPRIATE

NA

18. EXCEPTIONS TO THE CERTIFICATION FOR THE PAPERWORK REDUCTION ACT SUBMISSION

NA

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

The collection of information does not employ statistical methods.