FedEx or overnight mailings must be delivered to:

U.S. Nuclear Regulatory Commission
U.S. Bank Government Lockbox
SL-MO-C2GL
1005 Convention Plaza
St. Louis, MO 63101

TAXPAYER IDENTIFICATION NUMBER

You must file your Taxpayer Identification Number with the NRC. NRC Form 531 can be viewed and printed from the NRC Web site at http://www.nrc.gov. Select NRC Library> Document Collections> Forms> Forms (NRC). You can also obtain a form by calling the Accounts Receivable Help Desk at (301) 415-7554.

FOR INFORMATION

The Office of the Chief Financial Officer will promptly respond to all requests for information. Please contact the office at:

U.S. NUCLEAR REGULATORY COMMISSION
OCFO/DOC/ ARB
Mail Stop T9-E10
Washington, DC 20555-0001
PH (301) 415-7554
E-mail FEES.Resource@nrc.gov

U.S.NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

Payment Methods

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APPROVED BY OMB: NO. 3150–0190

Estimated burden per response to comply with this voluntary collection request: 5 minutes. This collection solicits information that will allow the respondent to transfer funds electronically. Forward comments regarding burden estimate to the Records Management Branch (T-6 F33), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0190), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

The following are payment methods accepted by the NRC for payment of an annual fee, a proposed or imposed civil penalty, a full cost licensing or inspection invoice, an application fee, a revision to a reciprocity application, a registration fee, or other fees.

PAYMENT BY AUTOMATED CLEARINGHOUSE

The Automated Clearinghouse / Electronic Data Interchange (ACH/EDI) Network is a highly reliable and efficient nationwide batch-oriented electronic funds transfer system. The ACH/EDI is governed by operating rules that provide for the interbank clearing of debit and credit transactions and for the exchange of information among participating financial institutions.

A growing number of transactions involving the collection of funds by Federal agencies are being made through the ACH/EDI. The Federal government is the largest single user of the ACH/EDI, originating and receiving millions of transactions each month. At the NRC, collections via the ACH/EDI have been increasing each year since 1996.

ACH offers several advantages over checks:
- Provides automatic bill payment
- Eliminates postage fees
- Eliminates lost checks
- Reduces transaction time
- Reduces check writing and reconciliation fees
- Least expensive of all electronic collection systems
- Both payment and refunds (debits and credits) can be processed through the ACH/EDI Network

To respond to the growing needs of companies to electronically send payment information as well as payments between trading partners, the ACH/EDI system incorporated Corporate-to-Corporate payments. Because of the importance of moving information quickly, the NRC can now accept electronic payment through our Corporate-to-Corporate payment program.

To pay by ACH/EDI, you may obtain a copy of NRC Form 628, FINANCIAL EDI AUTHORIZATION, by calling the Accounts Receivable Help Desk at (301) 415-7554. Completed forms should be returned to the NRC Office of the Chief Financial Officer at the contact information provided under FOR INFORMATION of this brochure.

PAYMENT BY CREDIT CARD

The NRC is currently accepting credit cards for payment of annual fees, full cost licensing and inspection fees, new license fees, revisions to reciprocity applications, civil penalties, and other fees. We accept Visa, MasterCard, American Express, and Discover. If you wish to pay by credit card, complete the authorization form included with your invoice or civil penalty. You may also print a copy of the form from the NRC Web site. The URL is http://www.nrc.gov. Select NRC Library> Document Collections> Forms> Forms (NRC). The authorization form is NRC Form 629, Authorization for Payment by Credit Card.

Mail the completed credit card authorization to:
U.S. Nuclear Regulatory Commission
U.S. Bank
P.O. Box 979051
St. Louis, MO 63197-9000

Be sure to reference your invoice number if you are paying a bill. If you are submitting an application fee for a new license or a revision to a reciprocity application, just state this in the invoice field. Credit card payments are only accepted for invoices under $24,999.99.

If you are paying a civil penalty, reference the Enforcement Action (EA) number in the invoice field.

PROCEDURE FOR ELECTRONIC FUNDS TRANSFER

The NRC can receive funds through the U.S. Department of the Treasury (Treasury) Fedwire Deposit System. The basic wire message format below complies with the Federal Reserve Board's standard structured third-party format for all electronic funds transfer (EFT) messages.
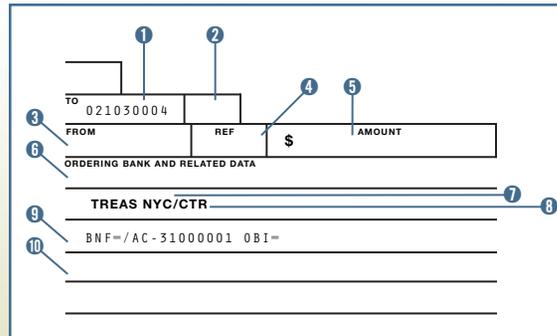
See sample EFT message to Treasury above. Each numbered field is described below:

❶ **RECEIVER-DFI# -** Treasury's ABA number for deposit messages is 021030004.

❷ **TYPE-SUBTYPE-CD -** The sending bank will provide the type and subtype code.

❸ **SENDER-DFI# -** The sending bank will provide this number.

❹ **SENDER-REF# -** The sending bank will insert this 16-character reference number at its discretion.

❺ **AMOUNT -** The transfer amount must be punctuated with commas and decimal point; use of the "$" is optional. The depositor will provide this item.

❻ **SENDER-DFI-NAME -** The Federal Reserve Bank will automatically insert this information.

❼ **RECEIVER-DFI-NAME -** Treasury's name for deposit messages is "TREAS NYC". The sending bank will enter this name.

❽ **PRODUCT CODE -** A product code of "CTR" for customer transfer should be the first data in the RECEIVER-TEXT field. Other values may be entered, if appropriate, using the ABA's options. A slash must be entered after the product code.

❾ **AGENCY LOCATION CODE (ALC) -** THIS ITEM IS OF CRITICAL IMPORTANCE. IT MUST APPEAR ON THE FUNDS TRANSFER DEPOSIT MESSAGE IN THE PRECISE MANNER AS STATED TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE TO THE AGENCY LOCATION CODE OF THE APPROPRIATE AGENCY. The ALC identification sequence can, if necessary, begin on one line and end on the next line; however, the field tag "BNF=" must be on one line and cannot contain any spaces. The NRC's 8-digit ALC is: BNF=/AC-31000001

❿ **THIRD-PARTY INFORMATION -** The Originator to Beneficiary Information (OBI) field tag "OBI=" signifies the beginning of the free-form third-party text. All other identifying information intended to enable the NRC to identify the deposit—for example, NRC annual fee invoice number, description of fee, 10 CFR 171 annual fee, and licensee name—should be placed in this field.

The optimum format for fields 7, 8, 9, and 10 using an 8-digit ALC is as follows:

TREAS NYC/CTR/BNF=/AC-31000001 OBI=

The optimum format, shown above, will allow 219 character positions of information following the "OBI=" indicator.

If the licensee's bank is not a member of the Federal Reserve System, the non-member bank must transfer the necessary information and funds to a member bank, which then must transfer the information and funds to the local Federal Reserve Bank.

For transfer of funds from local Federal Reserve Banks to be recorded on the same day, the transfer must be received at the New York Federal Reserve Bank by 4 p.m., EST. Otherwise, the deposit will be recorded on the next workday.

PAYMENT BY CHECK

Checks should be made payable to the U.S. Nuclear Regulatory Commission with the invoice number, Enforcement Action (EA) number, or other information which identifies the payment, written on the check. Mail the check to:

U.S. Nuclear Regulatory Commission
U.S. Bank
P.O. Box 979051
St. Louis, MO 63197-9000