

**RULE IMPACT STATEMENT  
FOR PROPOSED PERMANENT RULES**

**TITLE 655. SECRETARY OF STATE  
CHAPTER 1. ADMINISTRATIVE OPERATIONS [AMENDED]**

*Authority: 75 O.S., Section 302*

**1. Brief description of the proposed rules:**

Revisions to the Secretary of State's Administrative Operations [OAC 655:1 ] are proposed to update the current rules of this Chapter.

The following revisions are being proposed for promulgation as permanent rules:

Rules related to the Office hours/Filing are being amended changing the time by which the documents must presented for filing from 4:00 pm to 4:30 pm.

Rules establishing Payments for Certificates are being amended requesting that the payment for certificates must be at the time of service.

Rules related to Returned checks are being added, the form of payment discussed in the rule will include electronic fund transfers.

Rules related to Cash register daily closing and Fax fees are being revoked.

Rules related to Invoicing and Accounts Receivable are being amended reducing invoicing.

**2. Classes of persons who will be affected by the proposed rules, including classes that will bear the costs, and information on cost impacts received from private or public entities:**

These proposed amendments affect the state's agencies, domestic and international business community, and individuals. There will be no cost impact as a direct result of the proposed rules.

**3. Classes of persons who will benefit from the proposed rules:**

The state's agencies, domestic and international business community, and individuals will benefit from amendments.

**4. Probable economic impact of the proposed rules upon affected classes of persons or political subdivisions, including a listing of and justification for all fee changes:**

The proposed revisions to the Administrative Operations are estimated to be cost and revenue neutral.

*Fees:* The proposed rules do not add or change fees.

**5. Probable costs and benefits to agency and to any other agency of the implementation and enforcement of rules; anticipated effect on state revenues, including a projected net loss or gain in such revenues (if it can be projected by agency):**

There should be no additional costs to the Secretary of State, state's agencies, domestic and international business community, and individuals as a result of implementation or enforcement of these rules. The proposed rules should not impact state revenues.

**6. Determination of whether implementation of proposed rules will have economic impact on small business:**

The proposed rules have no known economic impact on small business.

**7. Explanation of measures taken to minimize compliance costs; determination of whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rules:**

There are no known compliance costs, and no known *less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule[s]* [75:253(B)(2)(b)(7)].

8. **Determination of effect of proposed rules on public health, safety, and environment and, if designed to reduce risk to public health, safety, and environment, an explanation of the risk and to what extent the proposed rules will reduce the risk:**

The proposed rules do not impact public health, safety, or environment.

9. **Determination of any detrimental effect on public health, safety, and environment if proposed rules are not implemented:**

The proposed rules do not impact public health, safety, or environment.

10. **Date rule impact statement was prepared:**

February 27, 2015