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DUNS & SAM Registration Guidance

Background

The Federal Funding Accountability and Transparency Act of 2006 requires entity recipients of Federal financial assistance to have Dun and Bradstreet Data Universal Numbering System (DUNS) numbers and to maintain current registration in the System for Award Management (SAM) database (formerly CCR).

Step 1 – DUNS

A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). The federal government uses DUNS numbers to identify organizations that receive federal funding. If you are not sure if you have a DUNS number, you can find out by calling D&B at 1-866-705-5711.

If you do not have one, you may request an application to fax back. Your organization can also register for a DUNS number through D&B's Federal website <http://fedgov.dnb.com/webform>.

Have the following information prepared when requesting a DUNS number:

- Name of your organization (as filed with the IRS)
- Organization address and phone number
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
Year the organization started
- Primary line of business & SIC Code. You can look up your SIC code online at www.osha.gov/pls/imis/sic_manual.html
- Total number of employees (full- and part-time)

NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to any marketing list during your application. You are also not obligated to purchase any of their products.

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QUICK GUIDE

STEP 1

Obtain a DUNS number -
<http://fedgov.dnb.com/webform>

STEP 2

Register on SAM -
<https://www.sam.gov/SAM>

STEP 3

Annually update your registration with SAM.gov/SAM to maintain your program eligibility

CUSTOMER SUPPORT

D&B

Phone: 1-866-705-5711
E-mail: SAMhelp@dnb.com

SAM

(Federal Service Desk)
Phone: 1-866-606-8220
(8am – 8pm eastern)
Website: www.fsd.gov

Step 2 – SAM

Once you have a DUNS number, you must register with the System for Award Management (SAM) and complete other reporting requirements. To register for SAM, go to www.sam.gov/SAM and choose "Log In" to create a user account with login.gov. Your login.gov account will allow you to log in to the SAM site. There is NO fee to register for this site. You are not eligible to receive payments if you fail to register with SAM.

SAM is a Government-wide registry for vendors doing business with the Federal Government. SAM centralizes information about Federal financial assistance recipients and also provides a central location for you to change your organizational information.

If you have the necessary information ready, online registration should take about 30 minutes to complete, depending upon the size and complexity of your organization. It may take 7 to 10 business days before your SAM registration becomes active.

Before you start, please gather the following information:

- Your Data Universal Numbering System (DUNS) number from Dun and Bradstreet and the name and address associated with that DUNS number.
- Your Taxpayer Identification Number and the name and address associated with that TIN (from your W-2).
- Your Contractor and Government Entity (CAGE) Code, if you already have one. If you don't, one will be assigned to you during registration.
- Your Electronic Funds Transfer information, including ABA Routing Number, account number, and the Automated Clearing House (ACH) number of your bank. Contact your bank for this info ahead of time, if needed.
- Contact information for the point(s) of contact of the business.
- Additional information about your business, including start date, fiscal year end close date, business type, profit structure, and socio-economic categories that apply its members.

NOTE: Be prepared to create a password (Marketing Partner Identification Number).

All entities registering in SAM must submit an original, signed notarized letter appointing their authorized Entity Administrator to the following:

Federal Service Desk
ATTN: SAM.gov Registration Processing
460 Industrial Blvd.
London, KY 40741-7285

Step 3 – Annual Renewal

Your organization must renew their SAM registration every year. An expired registration may affect your eligibility for payments.

Revised from http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1185646.pdf