

Obtaining a DUNS # and registering an entity on SAM

As of October 1st, 2010, all landowners applying for federal financial assistance as a legal entity with an Employer Identification Number (EIN) tax ID are required to obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) number, **Step 1**, and must also register and maintain an active account on the System for Award Management (SAM), **Step 2**. NRCS is not authorized to award contracts to entities with an EIN until these requirements are met. Obtaining a DUNS number and registering on SAM are free of charge for Federal Financial Assistance.

Step 1: How do I obtain a DUNS number?

DUNS numbers can be obtained either on the internet or over the phone. For internet access, go to <http://fedgov.dnb.com/webform> and follow the link "Click Here to request your DUNS number via the web." To obtain a DUNS number over the phone, call the Dun & Bradstreet Government Customer Response Center at 1-866-705-5711. Once you have received your DUNS number you can then begin the SAM registration process. For a DUNS user guide, go to www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

Step 2: How do I register on SAM?

The "Quick Start Guide for Entities Interested in Being Eligible for Grants" on the following page contains instructions for registering on the SAM website.



How to register your entity to be eligible for GRANTS in SAM:

Before you register, you need to know the following:



What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- **REGISTERING IN SAM IS FREE.**
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.



Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.



Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit:
www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.



Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Personal Account and Login
3. Click "Register New Entity" under "Manage Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "No" to "Do you wish to bid on contracts?"
6. Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
7. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc.)
 - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - ✓ Enter General Information (business types, organization structure, etc)
 - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Executive Compensation
 - ✓ Proceedings Details
8. Complete "Points of Contact"
9. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov