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Farm Bill Programs Application Requirements for Business and Contractors

Introduction

A **Data Universal Numbering System Number (DUNS)** is required if a contract application is submitted using an **Employer Identification Number (EIN)**. Applicants must also register with the **System for Award Management (SAM)** to receive a payment from the federal government. Individuals applying for a grant, agreement, or easement using a Social Security Number (SSN) also need a DUNS number.

Who needs a DUNS Number & SAM

All entities doing business with NRCS using an EIN, and some individuals doing business with NRCS using a SSN, must have a DUNS number and current registration in the SAM database. **This is a requirement for ALL financial assistance programs, easement programs, and watershed programs, as well as grants, cooperative agreements, and contribution agreements.** Applications cannot be fully processed without this information. There is NO cost for registration.

Business Type Code	Business Type	Tax ID Type	DUNS/SAM Required
0	Individual	SSN	Sometimes
2	General Partnership	EIN	Yes
3	Joint Venture	EIN	Yes
3	Joint Venture	SSN	No
4	Corporation or Limited Liability Company	EIN	Yes
4	Limited Liability Company	SSN	No
5	Limited Partnership	EIN	Yes
6	Estate	EIN	Yes
7	Trust-Revocable	SSN	No
7	Trust-Revocable	EIN	Yes
10	Churches, Charities, & Non-Profit Organizations	EIN	Yes
17	Trust-Irrevocable	EIN	Yes
18	Individual Operating as a Small Business	EIN	Yes

About the Data Universal Numbering System (DUNS)

A DUNS number is a nine-character identification number provided by the company Dun and Bradstreet (D&B). The federal government uses the DUNS number to maintain consistent name and address data about organizations and businesses across federal agencies.

Obtaining a DUNS Number

DUNS numbers are free for all entities doing business with the federal government. It takes approximately one business day to obtain a DUNS number. The applicant must provide:

- Legal name of the organization, headquarters name and address (must match name used with the IRS).
- Telephone number, name of the CEO or owner.
- Number of employees at the physical location.
- Legal structure and primary line of business.
- Year the organization was established.
- SIC Code: A US Department of Labor business classification system; available online at www.osha.gov/pls/imis/sic_manual.html

For online DUNS requests visit <http://fedgov.dnb.com/webform>. Those without internet access can call D&B at **(866) 705-5711** to request an application to fax back. This number is for existing or prospective federal grant applicants only.

Managing your DUNS Number

The DUNS number remains the same as long as the business or organization exists. The information supplied on the initial application should be updated if it changes. Retain your D&B login and password to make updates. D&B periodically verifies the information in their database.

About the System for Award Management (SAM)

SAM is a federal government-wide vendor registry that maintains information on federal payment recipients. A DUNS number is required to register with SAM. If you had an active record in the discontinued Centralized Contractor Registry (CCR), you have an active record in SAM. It is the participant's responsibility to maintain current information in SAM.

Tips for Managing and Establishing Your SAM

- SAM registration must be renewed annually. A login and password is required.
- SAM registration information is at www.sam.gov.
- Review the SAM Quick Start guides at: <https://www.fsd.gov/app/sam> before registering
- A SAM user's guide is at www.fsd.gov/euf/assets/images/SAM_User_Guide_v1.9.pdf

Registering With SAM

Register online at www.sam.gov. You will need:

- **DUNS number**
- **EIN or SSN number:** It takes 3-5 business days to clear the EIN/SAM match process.
** An EIN cannot be validated in SAM until IRS confirms the EIN is active and valid. A CP-575 form from the IRS confirms the EIN is active and valid. It may take 2-5 weeks for the IRS to process the EIN.*
- **Business information:** Receipts, number of employees, and other information.
- **Electronic Funds Transfer (EFT):**
 - ABA Routing number
 - Account Number and Type, or Lockbox number
 - Automated Clearing House (ACH) point of contact
 - Remittance point of contact
 - Accounts Receivable point of contact

References for EIN, DUNS Number and SAM

EIN Contact Information: Internal Revenue Service (IRS) assistance for businesses, (800) 829-4933. www.irs.gov

D&B Contact Information: D&B request line, (866) 705-5711. www.dnb.com

SAM Contact Information: Customer Service, (866) 606-8220. www.sam.gov

