

# Fact Sheet: DUNS & SAM Registration Requirements

## QUICK GUIDE

### STEP 1

Obtain a DUNS number -  
[fedgov.dnb.com/webform](https://fedgov.dnb.com/webform)

### STEP 2

Register on SAM -  
[www.sam.gov](http://www.sam.gov)

### STEP 3

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

## Who needs to register?

Businesses with an Employee Identification number (EIN) applying to participate in any NRCS program.

## Background

The Federal Funding Accountability and Transparency Act of 2006 requires an entity receiving Federal financial assistance to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number under the legal name and tax identification number (TIN) of their business and to maintain current registration in the System for Award Management (SAM) database. The appendix to your application/contract includes this requirement and provides a reference.

## Step 1 - DUNS

A DUNS number is a unique 9 character identification number provided by the company Dun & Bradstreet (D&B). The federal government uses DUNS numbers to identify organizations that receive federal funding. This helps grant administrators keep applications and contracts organized across all federal agencies.

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. Tell the operator you are applying for a Federal financial assistance program. Your organization can also register for a DUNS number through D&B's federal website <https://fedgov.dnb.com/webform>. There is NO charge for businesses required to register for Federal financial assistance.

Have the following information prepared when requesting a DUNS number:

- Name of your organization (must match the business name on file 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](http://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.

## CUSTOMER SUPPORT

### D&B

Phone:

1-866-705-5711

E-mail:

govt@dnb.com

### SAM

(Federal Service Desk)

Phone:

1-866-606-8220

(M-F 8am – 8pm ET)

Website: [www.fsd.gov](http://www.fsd.gov)

### Idaho Department of Commerce -

Procurement Technical Assistance Center

(for help with either DUNS or SAM)

Phone:

(208) 426-1741 or

(208) 426-1742

Website:

<http://idahosbdc.org/specialized-services/government-contracting-ptac/>

## 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 with SAM, go to [www.sam.gov](http://www.sam.gov). 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, business type, profit structure, fiscal year end close date, and socio-economic categories that apply to its members.

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

## Annual Renewal

Your organization must renew their SAM registration every year as long as you have an active contract with NRCS. An expired registration will affect your eligibility for payments.



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