



## DUNS and CCR/SAM Information for Entities

### Introduction

A Dun and Bradstreet Data Universal Numbering System (DUNS) number and current Central Contractor Registration (CCR) in the System for Award Management (SAM) are required by law for entities using a Taxpayer Identification Number (TIN) to receive federal financial assistance. In order for an entity to be eligible for the Environmental Quality Incentives Program (EQIP) or the Conservation Stewardship Program (CSP), the Natural Resources Conservation Service (NRCS) must be provided with the DUNS number and verification of CCR registration. Also, registration for CCR must be renewed annually to be eligible for federal program payments.

### Step 1 – Obtain a DUNS Number

#### What is a DUNS Number?

A DUNS number is a unique nine-digit number assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. D&B is a commercial company that verifies the existence of a business entity and assigns DUNS numbers for each physical location of a business. Obtaining a DUNS number is **FREE** for all entities doing business with the Federal Government. A DUNS number will be provided by D&B when the request is processed.

Entities (using a TIN) must provide their DUNS number to the NRCS field office when applying for CSP or EQIP. If you have previously obtained a DUNS number for your entity, a new number is not necessary. If you are unsure whether or not you have a DUNS number, call 1-866-705-5711. A DUNS number guide is available at: [http://www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf)

#### How to Request a DUNS Number:

By Internet - Visit <http://fedgov.dnb.com/webform> to request a DUNS number (recommended method).

- or -

By Fax - Call 1-866-705-5711 and provide your fax number. A DUNS representative will fax you a document to complete. Once the document is completed and faxed back, you will receive a confirmation email.

Have the following information ready when requesting a DUNS number:

- Legal name of your organization/entity
- Organization address
- Phone number of organization
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship, etc.)
- Year the organization started
- Primary line of business
- Total number of employees (full-time 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 to NOT be added to D&B's marketing list when requesting a DUNS number. Obtaining a DUNS number is free. You are not obligated to purchase any of their products.

### Step 2 – CCR Registration in SAM

#### What are CCR and SAM?

The CCR is a Government wide registry for entities doing business with the Federal Government. Upon receiving the DUNS number, entities must establish and maintain current CCR registration information in SAM.gov to be eligible for federal financial assistance through CSP and EQIP. It is **FREE** to register for CCR on the SAM.gov website. SAM.gov is a federal website however; it is not managed by NRCS. Allow up to 10 business days after you submit your registration for it to become active in SAM. For assistance with registering, see the Help Guides, Video, and Contacts section on the next page which provides web links to guides and phone numbers if issues are encountered.



## Step 2 – CCR Registration in SAM (continued)

### How to Create a SAM Account:

In order to complete the Central Contractor Registration (CCR) process, you must first create a SAM user account.

1. Go to the website <https://www.sam.gov/>
2. Click on Create User Account.
3. Choose Individual Account.
4. Provide the requested information and submit your account information.
5. Receive the email from “notifications” and click through the SAM.gov link to validate/activate your account.
6. Register your entity at SAM.gov.

### How to Register your Entity:

After creating an account, you must register your entity in SAM.gov.

7. Review the help guides provided by the NRCS field office or use the web links below. Use the Quick Start Guide for New Grantee Registration or for detailed guidance, the System for Award Management User Guide step-by-step instructions in section 3.3.
8. **Have the following information when registering your entity in SAM.gov:**
  - DUNS number, D&B Legal Business Name, and Address - You will not be able to save a draft entity registration if you are unable to verify your entity’s DUNS information. If you do not already have a DUNS number, see Step 1 - DUNS.
  - Taxpayer Identification Number (TIN).
  - Taxpayer Name - Your Taxpayer Name might not be the same name as your “D&B Legal Name” name. For example, your D&B Legal Name is “JSF, LLC,” but your Taxpayer Name is “John Smith Farm, LLC.” To find your Taxpayer Name, review your tax statements from the IRS (such as a 1099 or W-2/W-4 form).
  - Your Contractor and Government Entity (CAGE) Code, if you already have one (if you do not have a CAGE Code, one will be assigned during registration).
  - Your Electronic Funds Transfer (EFT) information such as bank routing number, account number, and phone number of the bank.
  - Exact date entity was formed (business start date).
  - Fiscal year end date for entity (fiscal year ends).
9. Ensure your registration is active and you receive a confirmation email.

### How to Track your Registration Status:

Use the SAM Status Tracker to track your progress and see when your registration is active. The SAM Status Tracker is available at: [https://www.sam.gov/SAMPortal/sam/helpPage/SAM\\_Reg\\_Status\\_Help\\_Page.html](https://www.sam.gov/SAMPortal/sam/helpPage/SAM_Reg_Status_Help_Page.html)

### How to Update/Renew an Entity:

CCR registration in SAM.gov must be renewed at least once every 12 months to remain valid and for the participant to be eligible to receive federal program payments. SAM.gov sends notification to the registered entity by email prior to expiration; therefore it is important to maintain a current email address in SAM. For assistance in updating your entity information, consult the Quick Start Guide for Updating/Renewing an Entity at the web link below.

### Help Guides, Video, and Contacts:

Quick Start Guide for New Grantee Registration

[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf).

Quick Start Guide for Updating/Renewing an Entity

[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Updating\\_or\\_Renewing\\_CCR-SAM\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Updating_or_Renewing_CCR-SAM_Registrations.pdf).

System for Award Management User Guide - step-by-step instructions for registering your entity for Federal

Assistance Awards are found in section 3.3 at: [https://www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm)

SAM.gov YouTube video for registering a new entity: <https://www.youtube.com/watch?v=5jvMm7mErmc#t=44>

Contacts for Issues:

- **What if my entity fails TIN validation?** Contact the IRS at 1-800-829-4933.
- **What if my entity fails CAGE validation?** Contact the DoD DLA at 1-877-352-2255.

