



INFORMATION FOR FARM BILL PROGRAM APPLICANTS AND CONTRACTORS

Applicants using Employer Identification Number

Introduction

If your business or organization uses an **Employer Identification Number** (EIN or TIN) and plans to apply for conservation program or grant funding through USDA's Natural Resources Conservation Service (NRCS), you will need to obtain a **Data Universal Numbering System** (DUNS) number. You also must register with the **System for Award Management** (SAM) and maintain that registration for the life of the contract or grant. If you apply as an individual and use your social security number you **DO NOT** need to obtain a DUNS number or SAM.

About the Data Universal Numbering System (DUNS)

A DUNS number is a nine-character identification number provided by the company Dun & Bradstreet (D&B). The information required to obtain a DUNS number includes the business/organization name, type, location, number of employees, and contact information. The federal government uses the DUNS number to maintain consistent name and address data about organizations and businesses across federal agencies.

Who needs a DUNS Number & SAM

All entities using an EIN and doing business with NRCS must have a DUNS number and current registration in the SAM database. **This pertains to ALL financial assistance, easement programs, and watershed programs, as well as grants, cooperative agreements, and contribution agreements.** NRCS requires applicants to have a DUNS number and an active SAM registration status when applying for programs. Applications cannot be processed without this information. There is **NO** cost for registration. If you already have a DUNS number, you do not need a new one for NRCS. The following table can be used to help determine if applicants need to complete the DUNS/SAM process based on their business and Tax ID type.

Business Type Code	Business Type	Tax ID Type	DUNS/SAM Required
0	Individual	SSN	No
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

References for EIN, DUNS Number & SAM

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

D&B Contact Information: The D&B toll-free application request line is (866) 705-5711 <http://fedgov.dnb.com/webform>.

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

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Obtaining a DUNS Number

Obtaining a DUNS number is **FREE for all entities** doing business with the federal government. Have the following information ready when requesting a DUNS number:

- 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

Request a DUNS number online at <http://fedgov.dnb.com/webform>

D&B does not process applications over the phone. However, you may request the 3-page application by calling their toll-free number at (866) 705-5711. You may return the completed application via fax. When calling, identify yourself as a federal grant applicant. D&B can assign a DUNS number within one business day.

Managing your DUNS Number

You only need to request a DUNS number once, it serves for future requests with federal agencies. It is important to update the information you provided on your original application if it changes as soon as possible after the change.

Registering with System for Award Management (SAM)

You need a DUNS number to register with SAM and complete other reporting requirements. **SAM registration is FREE** for vendors doing business with the federal government.

The SAM registry replaced Centralized Contractor Registration (CCR) to centralize information about federal financial assistance recipients. If you had an active record in CCR, you have an active record in SAM.

It is the applicant's responsibility to maintain active SAM registration **which must be renewed yearly**. NRCS cannot process payments if the entity's SAM registration expires and is not renewed. You must maintain an active registration for the life of the contract.

Tips for managing and establishing your SAM registration:

- Quick User Guides, Full User Guide, Helpful Hints, and Demonstration Videos are available under the HELP menu on www.sam.gov.
- Entities use the Grants Registration process to apply for financial assistance from NRCS.

What you will need to register with SAM

Register in SAM at www.sam.gov. You must enter your DUNS number for SAM to retrieve the entity name and address information from D&B. You will also need the following information:

- **EIN number:** If you have a new EIN number you must wait until you receive the CP-575 notice from the IRS confirming that the EIN is active and valid for use before you can register in SAM. Once a match is confirmed, you can complete SAM registration.
- **Statistical information about your business:** This may include information regarding receipts and number of employees.
- **Electronic Funds Transfer (EFT) information:**
 - ABA Routing number for your bank
 - Account Number and Type, or Lockbox number
 - Automated Clearing House (ACH) point of contact
 - Remittance point of contact
 - Accounts Receivable point of contact