

BACKGROUND INFORMATION

Created in 1962, the Data Universal Numbering System or DUNS Number is Dun and Bradstreet's (D&B's) copyrighted, proprietary means of identifying business entities on a location-specific basis.

The DUNS Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS Number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

In January 2009, President Obama issued a memorandum that in accordance with the Freedom of Information Act the federal government's openness and transparency needs to be improved. DUNS numbers and SAM registration help the public track federal government spending.



Farm Bill Programs

United States Department of Agriculture
Natural Resources Conservation Service

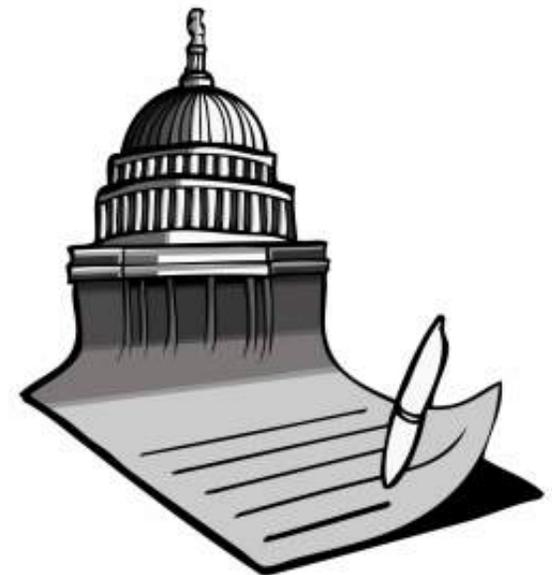
Please contact your local USDA-NRCS office for further information.

Visit the California NRCS Website at
www.ca.nrcs.usda.gov

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Entity Requirements for DUNS and SAM Registration



Helping People Help the Land

NRCS Participant Responsibilities

Who needs DUNS numbers and SAM registration?

All entities participating in Farm Bill Programs administered by USDA's Natural Resources Conservation Service (NRCS) are required to have an active DUNS number and to register it on the System for Award Management (SAM) website (formerly the CCR-Central Contractor Registration). Any participant whose tax ID number is an EIN (Employer ID Number) is an entity and will require a DUNS number and annual SAM registration. Participants whose tax ID number is a SSN (Social Security Number) are not required to have a DUNS number.

How do I get a DUNS number?

Go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> and request that a DUNS number be assigned to your entity if one is not already assigned. This process is quick and requires minimal information. You should receive your permanent and unique 9 digit DUNS number within 48 hours.

How do I register my DUNS number in SAM?

Go online to the SAM website at <https://www.sam.gov> and create an account. Then register your DUNS number. This process requires detailed information. Entities must fill in all mandatory information. Accuracy is important specifically for the entity name (as recorded with IRS) and banking information (as recorded with NRCS on the 1199 Direct Deposit Form). Please refer to the User Guides found on the SAM website under the Help Tab or call SAM (1-866-606-8220) if you are unsure of how to answer questions. After registration is finished, the DUNS number should be active within 72 hours when IRS validation is complete. The SAM registration will be active for one year.

Helpful Contacts

Duns & Bradstreet (D&B)

<http://fedgov.dnb.com/webform>
1-866-705-5711 (toll free)

System for Award Management (SAM)

<https://sam.gov>
1-866-606-8220 (toll free)

Internal Revenue Service (IRS)

1-800-829-4933

To verify how the entity name and tax ID are recorded. The individual calling must be an affiliate of the entity and will be required to provide their EIN.

I'm already registered on the CCR website!

CCR (Central Contractors Registration) has been changed to SAM (System for Award Management). If you have CCR Registration the information will rollover into the SAM database. When your CCR registration expires you must create a new account and password on www.sam.gov and reactivate your record.

What happens if I don't register my DUNS number in SAM?

Entity participants are required to annually reactivate the SAM registration; without it your payments are improper payments and are subject to collection.

Tips:

- There is never a fee to obtain a DUNS number or to register it on SAM.gov. Please beware of third party entities that want to manage your registration for a fee.
- Your entity name must match IRS records.
- If your banking information changes you must update it in SAM and inform NRCS.