

# Registration for Receiving Government Payments – System for Award Management (SAM)

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## What Is SAM?

The System for Award Management (SAM) is the official U.S. government system that will integrate eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. Phase one of SAM began on July 29, 2012, and combined the Central Contracting Registry (CCR), the Online Representations and Certifications Application (ORCA), the Excluded Parties List System (EPLS) and the Federal Register (FedReg). As a result, these systems no longer exist. A valid SAM registration is now required to receive an Electronic Funds Transfer (EFT) from the federal government. After the initial registration, SAM is easy to update annually.

## Background

Until recently, entities that conducted business with the federal government were required to be registered in multiple agency databases to receive payment. This proved to be cumbersome for all involved. In July 2012 the requirement to receive federal funds changed and the System

for Award Management (SAM) was activated. SAM became the primary supplier database for U.S. federal government acquisitions over \$3,000. Due to the conversion to a new financial system, Financial and Business Management System (FBMS), the mandates require a valid registration in SAM for all entities that receive federal dollars over \$3,000, allowing payment through Electronic Funds Transfer (EFT).

## Who Must Be Registered in SAM?

Any entities who receive over \$3,000 in federal payments directly must be registered in SAM, including rural businesses and landowners (farmers).

## Why Am I Just Hearing About This?

In July 2012, there were over 650,000 active registrations in the Central Contracting Registry (CCR), the primary registration database. All of those entities had to be migrated to the new SAM database. It has taken until 2014 for federal agencies

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(USDA) serving rural businesses and landowners (farmers) to begin implementing the SAM registration requirement. The Natural Resource Conservation Service (NRCS) is the first USDA agency serving farmers to implement the SAM registration requirement and has been making this transition since March 2014.

## What Is a DUNS Number?

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number that is location-specific and remains with the location even if the entity goes out of business. It is assigned and maintained solely by Dun & Bradstreet (D&B). You must have a DUNS number to register in SAM.

For entities doing business with the federal government there is no charge for a DUNS number. However, when requesting a DUNS number, caution must be exercised to register through the government portal, otherwise it could cost hundreds of dollars. A DUNS number is needed for each different Tax Identification Number (TIN) registered with USDA. One farm location (headquarters) can have up to five DUNS numbers. A DUNS number can be requested from D&B at <http://fedgov.dnb.com/webform>.

## How Do I Register in SAM?

First, an individual user account must be created. To create the account, go to <https://www.sam.gov/> and follow the “Create User Account” link. *CAUTION: Be sure the address link is sam.gov and not an advertisement site with Sam.gov in the name, which can charge you hundreds of dollars.* There is no registration fee on the sam.gov website.

After you have created your username and password, you can begin your SAM registration. Your username is permanent, but your password must be changed at least annually. A pre-registration worksheet is included in this fact sheet to assist with your SAM registration.

Following is the minimum information needed to register in SAM:

1. Your DUNS Number, Legal Business Name and Physical Address from your D&B record.
2. Your TIN and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name. Sole proprietors can use their social security number; others must apply for a TIN (EIN–Employer Identification Number).
3. Your bank’s routing number, your bank’s phone number, your bank account number and your bank account type, i.e., checking or savings, to set up Electronic Funds Transfer (EFT).

## Where Can I Get Assistance?

For farmers, assistance is available from the local USDA field office requiring registration. Personnel in many of those offices have been trained by the Arkansas Procurement Assistance Center (APAC) staff. Even so, due to the complexity of the registration process and the time required to register, USDA and other federal personnel continue to refer a large number of farmers to APAC for SAM registration assistance. APAC can be contacted for assistance by calling 501-671-2003 or through their website at <http://uaex.edu/APAC>.

## Summary

SAM registration can be easily done by anyone with good computer skills. Be sure to have all needed information before beginning. It is critical that the information is correctly and consistently entered in the SAM and DUNS systems. Misplaced commas, colons or additional spaces between words can cause an error. SAM registration cannot be completed in one day due to certain verifications that must be made. The minimum time required is three business days.

## System for Award Management (SAM)

### Registration Worksheet

**NOTE: This is your personal confidential information. Keep it safe!** It is the minimum amount of information needed to begin your SAM registration. It is recommended that you do not start a SAM registration before having this form completed.

1. What is your DUNS number? \_\_\_\_\_

- If you do not have a DUNS number, you must request one from Dun & Bradstreet (D&B) at the following link before continuing registration: <http://fedgov.dnb.com/webform>

2. What is your SAM username? \_\_\_\_\_

- If you do not have a SAM username and password, go to the SAM website and follow the "Create User Account" link at <https://www.sam.gov/>

3. What is your SAM password? \_\_\_\_\_

4. What is your legal business (firm) name? \_\_\_\_\_

- This must be **exactly** as listed on your Dun & Bradstreet (D&B) record.

5. What is your business physical address? \_\_\_\_\_

- This must be **exactly** as listed on your D&B record.

6. What is your Taxpayer Identification Number (TIN)? \_\_\_\_\_

- Can be found on IRS tax documents like 1099 or W-2 form.

7. If you do not have a TIN, are you a sole proprietor?     Yes     No

8. If the answer to 7 is Yes, use your social security number.

9. If the answer to 7 is No, you must apply for an EIN (Employer Identification No.)/TIN before continuing.

[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

10. What is your bank routing number? \_\_\_\_\_

- This is the nine-digit number at the bottom left of your check.

11. What is your bank account number? \_\_\_\_\_

- This is the number following the routing number on a check. The next number should be the actual number of the check.

12. What type of account is this?     Checking     Savings

13. What is your bank's telephone number? \_\_\_\_\_

When you go to the official sam.gov website (<https://www.sam.gov/>), the following screen should appear.

WHAT IS SAM?

[Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

**CAUTION:** Be sure the address link is sam.gov and not an advertisement site with Sam.gov in the name, which can charge you hundreds of dollars.

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