



How to register your entity to be eligible for CONTRACTS in SAM:

Before you register, you need to know the following:

What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

REGISTERING IN SAM IS FREE.

- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.

Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit: www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc.)
 - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - ✓ Enter General Information (business types, organization structure, etc)
 - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Executive Compensation
 - ✓ Proceedings Details
7. Complete "Assertions"
 - ✓ Goods and Services (NAICS, PSC, etc.)
 - ✓ Size Metrics
 - ✓ EDI Information
 - ✓ Disaster Relief Information
8. Complete "Representations and Certifications"
 - ✓ FAR Responses
 - ✓ Architect-Engineer Responses
 - ✓ DFARS Responses
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov

Contact the SAM Help Desk: www.fscd.gov





Frequently Asked Questions for D-U-N-S Number and SAM Registration

What is SAM?	SAM is the System for Award Management. This site, developed by the government will eventually combine eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. Phase one of SAM will combine CCR, ORCA, EPLS and FedReg. As a result, CCR, ORCA, EPLS and FedReg no longer exists since July 29, 2012. For more information visit https://www.sam.gov/sam/
Will I still need a DUNS number to enter SAM?	Yes, all activities related to D&B and the DUNS number will remain the same. The DUNS will be needed to begin your registration and any updates to your company name or address need to be made at D&B prior to entering SAM.
What is D&B Government iUpdate?	Government iUpdate is D&B's internet-based service that allows business owners, officers and managers the ability to request a DUNS or view, print and request updates to their existing company information.
Can every company use Government iUpdate?	No. Only those companies located in the continental US, Puerto Rico and US Virgin Islands can use Government iUpdate. Companies outside of these locations, as well as public companies, are unable to make changes to their company information via Government iUpdate.
Is D&B Government iUpdate Secure?	Government iUpdate is password protected and encrypted with Secure Socket Layer (SSL) Protocol. In addition, any changes made to your company information get processed through our internal system, which has over 800 validation checks.
Why were my requested changes rejected or not made?	To maintain accuracy of significant business information, D&B data update policies require certain change requests to be verified by a third party prior to entry. If verification cannot be confirmed, the change request will be denied. This policy is to assist in protecting you and your company from possible identity theft.
Why are you verifying my identity?	To help safe guard your company's data, D&B must first verify your personal identity and your affiliation with the selected company. To read about how we collect, manage, share and protect information, please review our Privacy Policy.
What are D&B's Data and Privacy Policies?	D&B's privacy policy can be found at http://www.dnb.com/US/home/privacy_policy/index.html .
How do you verify my identity?	D&B uses commercially available identity matching technology create a short series of challenge questions based on geographical and demographic data. This is only used to validate your information, we do not store this personal information. To read about how we collect, manage, share and protect information, please review our Privacy Policy.
Do I answer the challenge questions every time I	No, once successfully authenticated, you will establish an ID and Password.

enter Government iUpdate?	
What if I don't find my company in your database?	You may request a new DUNS number using Government iUpdate.
What if I answer the challenge questions wrong?	In order to maintain the proper security, you will be allowed two attempts to successfully complete the authentication exam. If the second attempt results in a failure, you will be asked to complete a D&B Government iUpdate Personal/Business Identification Certification before moving forward. This form requires backup documentation and notarization.
Has the website changed?	No. The website is still http://fedgov.dnb.com/webform .
This is my first time making a DUNS request on the Government iUpdate, should I call into the helpdesk or go to the website?	We recommend that you go directly to http://fedgov.dnb.com/webform because submitting online allows you to easily view and answer the personally derived questions and multiple choice answers the authentication exam.
How do I change my password for Government iUpdate?	Registered users can modify their Password or User ID through the User Profile option within Government iUpdate.
I forgot my password, can I still get access?	Yes, select the "forgot password" link on the main login screen. You will be required to answer your security questions created during registration. Once verified, your password will be e-mailed to you.
Can I use this web site if I have my popup blocker enabled?	Certain features and functionality within this web site are launched in popup windows. If you are experiencing any problems in using these features, D&B recommends you disable any popup blockers you have on your system.
What is a DUNS number and how are they assigned?	A DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.
Who is eligible for a D&B D-U-N-S® Number?	Commercial, non-profit or government entities Self-employed individuals (only individuals such as; physicians, lawyers, contractors, etc. who are engaged in a specific commercial business activity). All secondary locations including Branches and Divisions .
Is there a charge for U.S. Government contractors?	Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and perspective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.

Are D&B D-U-N-S® Number re-used?	Once assigned, a D&B D-U-N-S® Number is not reused or reissued to another business entity.
How do I know if D&B has assigned my entity a new D-U-N-S Number?	A D&B Representative has confirmed that your entity has a new D-U-N-S Number. It is always best to confirm the correct D-U-N-S Number for your entity with D&B going online at http://fedgov.dnb.com/webform or by calling 1-866-705-5711 (US Only). International registrants can confirm by sending an e-mail to ccrhelp@dnb.com , including Company Name, D-U-N-S Number, and Physical Address, and Country.
Can I have more than one D-U-N-S Number at the same physical location?	Yes, more than one D-U-N-S Number can be issued at the same physical location if they are (1) separate legal entities (ie; LLC, Inc., Corp) or (2) companies that have the same legal business name but different DBA's and/or a different line of business that is specific to the nature of operations. An example of (2) is when a HQ and brand or division (see definitions below) are co-located, like a warehouse on the premises of the HQ. Definition: Headquarters is a business that has branches or divisions reporting to it and is financially responsible for them. Branch is a secondary location of the HQ. It is not a separate corporation and has no legal responsibilities for its debt. It can be located at the same address as the HQ, if a unique tradestyle is used. Division, like a branch, is a secondary location of a business. However, a division carries out specific business operations related to the headquarters under a divisional name.
How do I Register at SAM?	To register with SAM, go to www.SAM.gov , create a User ID and Password to begin, or enter your existing User ID and Password.
My Corporate Linkage information listed in SAM is incorrect.	Please send an email to govt@dnb.com including your DUNS number and contact information. In the email confirm what should be listed for the HQ/Parent, Domestic Ultimate and Global Ultimate. You will then be contacted by a D&B associate.
What is DUNS+4?	The +4 extension to a DUNS number is created by registrants in SAM when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location. D&B does not create or maintain the +4 number.
How do I check my SAM Registration Status?	Go to www.SAM.gov and click "Search Records" located at the top of the page. Search by entering your DUNS number or business name. If found, your registration status will be displayed.
What is TIN Matching?	The TIN matching process is conducted between SAM and the IRS. Be sure to your Taxpayer Name is on the SAM IRS Consent Page as this may be different from your Legal Business Name. If your IRS Consent validation fails, please contact the IRS.
What if my DUNS Number is not recognized at grants.gov?	A DUNS number is accepted at grants.gov after you are registered at SAM. To get to the SAM site, use the link at grants.gov or go directly to www.SAM.gov .

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Taxpayer Identification Numbers (TIN)

[Español](#)

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

Taxpayer Identification Numbers

- Social Security Number "[SSN](#)"
- Employer Identification Number "[EIN](#)"
- Individual Taxpayer Identification Number "[ITIN](#)"
- Taxpayer Identification Number for Pending U.S. Adoptions "[ATIN](#)"
- Preparer Taxpayer Identification Number "[PTIN](#)"

Note: The temporary IRS Numbers previously assigned are no longer valid.

Do I Need One?

A TIN must be furnished on returns, statements, and other tax related documents. For example a number must be furnished:

- When filing your tax returns.
- When claiming treaty benefits.

A TIN must be on a withholding certificate if the beneficial owner is claiming any of the following:

- Tax treaty benefits (other than for income from marketable securities)
- Exemption for effectively connected income
- Exemption for certain annuities

When Claiming Exemptions for Dependent or Spouse:

You generally must list on your individual income tax return the social security number (SSN) of any person for whom you claim an exemption. If your dependent or spouse does not have and is not eligible to get an SSN, you must list the ITIN instead of an SSN. You do not need an SSN or ITIN for a child who was born and died in the same tax year. Instead of an SSN or ITIN, attach a copy of the child's birth certificate and write Died on the appropriate exemption line of your tax return.

How Do I Get A TIN?

SSN

You will need to complete [Form SS-5, Application for a Social Security Card](#) (PDF). You also must submit evidence of your identity, age, and U.S. citizenship or lawful alien status. For more information please see the [Social Security Administration](#) web site.

Form SS-5 is also available by calling 1-800-772-1213 or visiting your local Social Security office. These services are free.

EIN

An Employer Identification Number (EIN) is also known as a federal tax identification number, and is used to identify a business entity. It is also used by estates and trusts which have income which is required to be reported on [Form 1041, U.S. Income Tax Return for Estates and Trusts](#). Refer to [Employer ID Numbers](#) for more information.

The following form is available only to employers located in Puerto Rico, [Solicitud de Número de Identificación Patronal \(EIN\) SS-4PR](#) (PDF).

ITIN

An ITIN, or Individual Taxpayer Identification Number, is a tax processing number only available for certain nonresident and resident aliens, their spouses, and dependents who cannot get a Social Security Number (SSN). It is a 9-digit number, beginning with the number "9", formatted like an SSN (NNN-NN-NNNN).

To obtain an ITIN, you must complete IRS [Form W-7, IRS Application for Individual Taxpayer Identification Number](#). The Form W-7 requires documentation substantiating foreign/alien status and true identity for each individual. You may either mail the documentation, along with the Form W-7, to the address shown in the Form W-7 Instructions, present it at IRS walk-in offices, or process your application through an [Acceptance Agent](#) authorized by the IRS. [Form W-7\(SP\), Solicitud de Número de Identificación Personal del Contribuyente del Servicio de Impuestos Internos](#) is available for use by Spanish speakers.

Acceptance Agents are entities (colleges, financial institutions, accounting firms, etc.) who are authorized by the IRS to assist applicants in obtaining ITINs. They review the applicant's documentation and forward the completed Form W-7 to IRS for processing.

NOTE: You cannot claim the earned income credit using an ITIN.

Foreign persons who are individuals should apply for a social security number (SSN, if permitted) on Form SS-5 with the Social Security Administration, or should apply for an Individual Taxpayer Identification Number (ITIN) on Form W-7. Effective immediately, each ITIN applicant must now:

- Apply using the revised Form W-7, Application for IRS Individual Taxpayer Identification Number; and
- Attach a federal income tax return to the Form W-7.

Applicants who meet one of the exceptions to the requirement to file a tax return (see the [Instructions for Form W-7](#)) must provide documentation to support the exception.

New W-7/ITIN rules were issued on December 17, 2003. For a summary of those rules, please see the new Form W-7 and its instructions.

For more detailed information on ITINs, refer to:

- [ITIN FAQ's in English](#)
- [ITIN FAQ's in Spanish](#)
- [Obtaining an ITIN from Abroad](#)
- [Reminders for Tax Professionals](#)
- [ITIN's and FIRPTA Tax Forms](#)
- [Revisions to ITIN Process](#)
- [Filing Forms W-2 and 1042-S Without Payee TIN's](#)
- [Acceptance Agent Program for ITIN's](#)
- [How to Become an Acceptance Agent for IRS ITIN Numbers](#)
- [Publication 1915, Understanding Your Individual Taxpayer Identification Number \(PDF\)](#)

ATIN

An Adoption Taxpayer Identification Number (ATIN) is a temporary nine-digit number issued by the IRS to individuals who are in the process of legally adopting a U.S. citizen or resident child but who cannot get an SSN for that child in time to file their tax return.

Form W-7A, Application for Taxpayer Identification Number for Pending U.S. Adoptions is used to apply for an ATIN. (**NOTE:** Do not use Form W-7A if the child is not a U.S. citizen or resident.)

PTIN

Beginning January 1, 2011, if you are a paid tax preparer you must use a valid Preparer Tax Identification Number (PTIN) on returns you prepare. Use of the PTIN no longer is optional. If you do not have a PTIN, you must get one by using the [new IRS sign-up system](#). Even if you have a PTIN but you received it prior to September 28, 2010, you must apply for a new or renewed PTIN by using the new system. If all your authentication information matches, you may be issued the same number. You must have a PTIN if you, for compensation, prepare all or substantially all of any federal tax return or claim for refund.

If you do not want to apply for a PTIN online, use [Form W-12, IRS Paid Preparer Tax Identification Number Application](#). The paper application will take 4-6 weeks to process.

If you are a foreign preparer who is unable to get a U.S. Social Security Number, please see the instructions on [New Requirements for Tax Return Preparers: Frequently Asked Questions](#).

Foreign Persons and IRS Employer Identification Numbers

Foreign entities that are not individuals (i.e., foreign corporations, etc.) and that are required to have a federal Employer Identification Number (EIN) in order to claim an exemption from withholding because of a tax treaty (claimed on Form W-8BEN), need to submit [Form SS-4 Application for Employer Identification Number](#) to the Internal Revenue Service in order to apply for such an EIN. Those foreign entities filing Form SS-4 for the purpose of obtaining an EIN in order to claim a tax treaty exemption and which otherwise have no requirements to file a U.S. income tax return, employment tax return, or excise tax return, should comply with the following special instructions when filling out Form SS-4. When completing line 7b of Form SS-4, the applicant should write "N/A" in the block asking for an SSN or ITIN, unless the applicant already has an SSN or ITIN. When answering question 10 on Form SS-4, the applicant should check the "other" block and write or type in immediately after it one of the following phrases as most appropriate:

- "For W-8BEN Purposes Only"
- "For Tax Treaty Purposes Only"
- "Required under Reg. 1.1441-1(e)(4)(viii)"
- "897(i) Election"

If questions 11 through 17 on Form SS-4 do not apply to the applicant because he has no U.S. tax return filing requirement, such questions should be annotated "N/A". A foreign entity that completes Form SS-4 in the manner described above should be entered into IRS records as not having a filing requirement for any U.S. tax returns. However, if the foreign entity receives a letter from the IRS soliciting the filing of a U.S. tax return, the foreign entity should respond to the letter immediately by stating that it has no requirement to file any U.S. tax returns. Failure to respond to the IRS letter may result in a procedural assessment of tax by the IRS against the foreign entity. If the foreign entity later becomes liable to file a U.S. tax return, the foreign entity should not apply for a new EIN, but should instead use the EIN it was first issued on all U.S. tax returns filed thereafter.

To expedite the issuance of an EIN for a foreign entity, please call (267) 941-1099. This is not a toll-free call.

References/Related Topics

- [International Taxpayers](#)
- [Taxation of Nonresident Aliens](#)