

SAM Registration: A Comprehensive Guide



What is SAM?



System for Award Management

- Online registration site for entities (including farms) that are to receive grants or financial assistance from the federal government.
- This includes USDA/NRCS funds for EQIP, Conservation, Watershed, or Easement Programs

Background

- Implemented in 2012, SAM is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system in order to gain efficiencies and cut costs.



SAM is Free!

Don't get scammed!

- There are many sites out there that pose as government sites, and require a fee.
- Registering in SAM is FREE!

WWW.SAM.GOV



Who needs a SAM Registration?

- Anybody that sells their goods and services to the federal government.
- Entities operating under an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) wishing to receive grants or financial assistance from the federal government.



Who **DOESN'T** need to register?

- If you are an individual, LLC, or Revocable Trust claiming federal assistance under your social security number – You **DO NOT** need a SAM registration.



Why do farmers need to register?

- USDA Natural Resources Conservation Service (NRCS) offers grants and financial assistance to farmers for participation in various programs such as:

Regional Conservation Partnership Program (soil/wind erosion, etc.)

Easement Programs

Watershed Programs

Conservations Programs

Plus many more...



- The federal government uses SAM as a payment mechanism in order to disburse funds to the farmers for these programs.



Have your information ready!

- Required Information to register in SAM:

Email address that you have access to

DUNS number that is in the name of your business – NOT your personal name

Taxpayer Identification Number (TIN) and Taxpayer Name

Bank Information (accounting number, routing number, phone number)



Why is Email Address important?



- When an account is created in SAM, a verification email is sent to the email address used to create the account.
- The email contains a link that must be clicked on within 48 hours in order to activate the SAM account.
- All SAM notifications are sent via email.



Encountering Email Issues



- Before registering for SAM, ensure you are able to login to the email account you plan on using.
- When the SAM verification email is sent, the link that needs to be clicked on is often NOT a hyperlink. It needs to be copied and pasted in the internet browser.



DUNS Number



- DUNS = Data Universal Numbering System

Distinguishes companies from one another.

Issued by Dun & Bradstreet (a publically traded company) who maintain a companies financial history and credit requests.

- How do I obtain a DUNS number?

<https://fedgov.dnb.com/webform>

Possible to have your lawyer or tax professional obtain this for you

- Must be in your legal business name!



DUNS Number



- How do I know if it's in my legal business name?

<https://iupdate.dnb.com/iUpdate/companylookup.htm>

Search the name and state of your corporation

- What if DUNS is not in my legal business name?

Log into your online DUNS profile and request a name change.

Contact your lawyer or tax professional to get it changed (if they assisted in setting up the DUNS).

Contacts Value Added Agriculture for assistance.



DUNS is Free!



Don't get scammed!

- There are many sites that charge \$200-300 to obtain a DUNS number. Do not pay!
- Use the link provided here as it is FREE to get a DUNS number.

<https://fedgov.dnb.com/webform>



DUNS is Free!



No purchase necessary!

- When obtaining a DUNS, be sure to 'OPT OUT' of being on their marketing list.
- Also, you do not need to purchase any of their products.

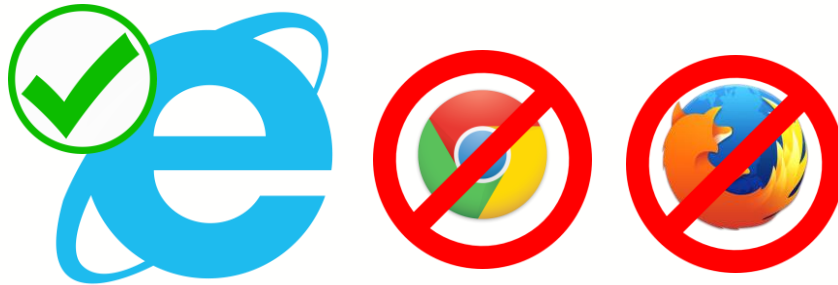


Encountering DUNS Issues



Only use Internet Explorer to obtain a DUNS.

- Chrome and Firefox often result in frustrating glitches.



Taxpayer Identification Number (TINS)



- For more information visit:
<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>
- Contact your tax accountant if you need assistance.



Bank Information



- Why do I need my bank information?

The government uses SAM as a payment mechanism.
They will direct deposit the funds into your bank account.

- What information is required?

Account number
Bank's routing number
Bank's phone number

A diagram of a check form with various fields and labels. The fields include: 'Your Name', 'Your Address', 'DATE', 'PAY TO THE ORDER OF', '\$', 'DOLLARS', 'Your Bank Name', 'MEMO', and a MICR line at the bottom: '⑆123456789⑆0000987654321⑆ 1001'. Blue brackets and lines connect these fields to labels below: '9 Digit Routing Number' (under 123456789), 'Your Account Number' (under 0000987654321), and 'Check Number' (under 1001). The number '1001' also appears in the top right corner of the form.

Recap!

- Have all required information ready.
- Go to WWW.SAM.GOV
- Register in SAM if you meet the criteria.



Need Assistance?

- Contact Value Added Agriculture!
- vaa@iastate.edu
- 515-294-9483



We're here to help!

