



State Revolving Fund Loan Program

an Indiana Finance Authority Environmental Program

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MEMORANDUM

DATE: July 1, 2014

TO: Prospective SRF Loan Program Participants

FROM: The State Revolving Fund Loan Program

RE: Registering in the System for Award Management (sam.gov) & obtaining a DUNS number

Current Environmental Protection Agency (EPA) capitalization grant terms and conditions require all State Revolving Fund Loan Program (SRF) Borrowers to register with the System for Award Management (SAM) which will require each Borrower to have a Data Universal Numbering System (DUNS) number.

It is important that every Borrower complete the appropriate steps to obtain a DUNS number and register with SAM for a Cage Code (formerly referenced as CCR Number). No funds can be disbursed to a Borrower until the DUNS and Cage Code registration requirement is met. Therefore, before a loan can be closed with the SRF Loan Program a Borrower must obtain and provide the SRF Loan Program with a copy of their DUNS and Cage Code verification pages. The below instructions are being provided to you for this purpose. If a Borrower has a DUNS number and either an EIN or TIN then the Borrower may skip to Step Three below.

Instructions on how to register with the Cage Code

1. Step One: Getting a DUNS Number

Please go to <http://fedgov.dnb.com/webform/> or call 1-866-705-5711

- **Timeframe:** Requesting a DUNS number via the web form takes approximately 24 hours for US addresses.
- **How:** [Click here](#) to request a DUNS number from D&B.
- **Process:** When you enter your DUNS number, Cage Code (SAM) retrieves the name and address information along with DUNS of any parent organization from D&B.
- **Questions:** [Click here](#) to view Frequently Asked Questions on DUNS numbers.



2. Step Two: Getting an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)

A TIN is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) or a Social Security Number (SSN) assigned by the Social Security Administration (SSA) if you are registering as a sole proprietor.

- If an organization does not have an EIN/TIN contact the IRS at 1-866-255-0654
- A newly assigned EIN cannot be validated in SAM. According to the IRS, when applying for an EIN over the phone or internet, you will be immediately assigned an EIN, but it may take up to 2-4 weeks before your EIN becomes active. If you apply for an EIN by fax or mail, confirmation from the IRS can take up to 5 weeks.
- You must wait until you receive the CP-575 notice from the IRS confirming that your EIN is active and valid for use. For questions regarding your EIN, please call 1-800-829-4933.
- If you already have a TIN, your Cage Code registration will take 1-2 business days to clear the TIN Match process.

3. Step Three: Registering with the System for Award Management (SAM)

- An organization may register online at www.sam.gov.
- SAM has developed a user guide within the [help tab](#) that offers frequently asked questions and demonstration videos to assist with the registration processes.

If you have any questions on this requirement or the process please contact Gayle Hicks at (317) 234-6730.