

# Frequently Asked Questions (FAQs) for SAM Registration, UEI Requirement, and ACH Form for Recurring TEOAF Vendors

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1. Why is TEOAF requiring its recurring vendors to register in SAM.gov?
  - a. TEOAF is planning to migrate from the Custom and Border Protection's (CBP's) Finance and Accounting Division (FAD) accounting system to the Administrative Resource Center (ARC) Oracle accounting system in October 2024. Generally, all entities wishing to do business with the federal government must have a unique entity identifier (UEI). Once migration to ARC Oracle is complete, registration in SAM, as well as possession of a valid UEI, will be required for all entities that wish to do business with TEOAF.
2. What is a SAM Registration?
  - a. The System for Award Management (SAM.gov) is an official website of the U.S. Government, for which there is no cost to use. The SAM.gov site can be used to:
    - i. Register to do business with the U.S. Government.
    - ii. Update, renew, or check the status of your entity registration.
    - iii. Search for entity registration and exclusion records.
    - iv. Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov).
    - v. View and submit BioPreferred and Service Contract Reports.
    - vi. Access publicly available award data via data extracts and system accounts.
3. What is a SAM.gov "entity"?
  - a. The term "entity" is used to refer to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies desiring to do business with the government.
4. What is a UEI?
  - a. Effective since April 4, 2022, the Unique Entity ID (UEI) is the official identifier for doing business with the U.S. Government, replacing the DUNS number. As stated previously, all entities wishing to do business with the federal government must have a valid UEI issued by SAM.gov.
5. What if I registered in SAM.gov prior to April 4, 2022, do I still need to obtain a UEI?
  - a. Yes, if you registered in SAM.gov prior to April 4, 2022, SAM.gov will automatically assign you a UEI. You should navigate to <https://sam.gov/content/home> to renew your existing entity record in SAM.gov by clicking the "Renew Entity" button on the SAM.gov homepage.
6. Do I need to obtain a separate UEI for each of my organizations associated with equitable sharing and/or joint operations related activities?
  - a. If each organization has a separate Legal Business Name and Physical Address, you will need to register in SAM.gov and obtain a separate UEI for each organization/entity (i.e., for each unique Legal Business Name and Physical Address combination). For more information regarding how the GSA Entity Validation Service works, please [click here](#).

7. Do I need to register my organization on SAM.gov or can I obtain a UEI without registering?
- a. For TEOAF’s purposes, all **Recurring** TEOAF vendors (e.g., vendors that receive recurring payments from TEOAF typically associated with the Equitable Sharing and Joint Operations programs) must be registered in SAM.gov **AND** obtain a valid 12-digit UEI and, if applicable, a 4-digit EFT number (see the following question for more information regarding the 4-digit EFT number). Without registering in SAM.gov **AND** obtaining a valid UEI, TEOAF will be unable to send payments to your organization, effective October 2024.
8. Do I need to provide a 4-digit EFT number in addition to my UEI on my ACH form?
- a. Only entities that require more than one bank/Electronic Funds Transfer (EFT) account for the same Legal Business Name and Physical Address combination should create a 4-digit EFT and must provide it on their ACH form. For more information regarding EFTs, please [click here](#). The following page contains information on how to obtain an EFT, please [click here](#).
9. How do I find my UEI in SAM.gov?
- a. If you are already registered in SAM.gov and have been assigned a UEI, you can follow the following steps to view your UEI in SAM.gov:
    1. Log into SAM.gov.
    2. In your workspace, select the numbered bubble above “Active” in the Entity Management Widget.
    3. Any registered entity records will then be displayed, and the UEI number(s) are shown on the left side of each record.
- Please refer to the following article about how to locate your entity in SAM.gov, please [click here](#).
10. What types of vendors does TEOAF require to obtain a UEI?
- a. Only **Recurring** TEOAF vendors (e.g., vendors that receive recurring payments from TEOAF typically associated with the Joint Operations and Equitable Sharing programs) must be registered in SAM.gov and have a valid UEI and, if applicable, a 4-digit EFT number.
11. I have a vendor that is supposed to receive a refund or remission payment, do they need a UEI?
- a. No, only **Recurring** TEOAF vendors (e.g., vendors that receive recurring payments from TEOAF typically associated with the Joint Operations and Equitable Sharing programs) must be registered in SAM.gov and have a valid UEI and, if applicable, a 4-digit EFT.
12. How do I obtain a UEI?
- a. Navigate to <https://sam.gov/content/home>, and on the home page do one of the following:

- i. If already registered in SAM.gov - Renew your existing entity record in SAM.gov by clicking the “Renew Entity” button on the SAM.gov homepage.
- ii. If not registered in SAM.gov – Obtain a UEI by clicking the “Get Started” button on the SAM.gov homepage and follow the steps included on that page.

13. As a recurring TEOAF vendor, when do I have to obtain a UEI and provide that information to TEOAF?

- a. Beginning October 2024, TEOAF will no longer process transactions for recurring vendors that are not registered in SAM.gov and do not have a valid UEI and, if applicable, a 4-digit EFT number. If TEOAF does not receive valid UEI/EFT information by this date, delays in issuing payments for that entity will result until valid UEI/EFT information is received by TEOAF.

14. I am a state or local law enforcement agency, who do I send my updated ACH with my UEI and ,if applicable, a 4-digit EFT number?

- a. Once the ACH form has been fully completed, it can be transmitted to a TFF bureau HQ contact or bureau liaison who will in turn send it to TEOAF at [tffvendors@cbp.dhs.gov](mailto:tffvendors@cbp.dhs.gov). Alternatively, it can be sent directly from the state or local law enforcement agency to TEOAF via the [tffvendors@cbp.dhs.gov](mailto:tffvendors@cbp.dhs.gov) mailbox.

15. Do I need to include banking information on my updated ACH form even if my banking information has not changed?

- a. Yes, even if your banking information has not changed. you must include the existing banking information because it is the only way we can match your entity with the existing entity in our vendor database.

16. Why do I need to indicate the TEOAF program for which the UEI is related to on my ACH form?

- a. TEOAF needs state and local agencies to indicate the program that the UEI is related to because some state and local agencies participate in multiple TEOAF programs and would like to ensure that TEOAF program funds are transmitted to the correct bank account.

17. Where can I obtain a new ACH form and more information on TEOAF’s requirement for recurring vendors to register in SAM.gov and obtain a UEI?

- a. <https://home.treasury.gov/policy-issues/terrorism-and-illicit-finance/asset-forfeiture/forms-guidelines-and-teoaf-policy-directives>

18. Is there additional guidance on how I should register in SAM.gov or how I should fill out an ACH form?

- a. Please refer to the PowerPoint Presentation titled *SAM Registration, UEI Requirement, and ACH Form for Recurring TEOAF Vendors PPT* on TEOAF’s public facing Forms, Guidelines, and TEOAF Policy Directives page: <https://home.treasury.gov/policy-issues/terrorism-and-illicit-finance/asset-forfeiture/forms-guidelines-and-teoaf-policy-directives>.

Quick start guides for entity registrations that were created and are maintained by GSA can be found on the SAM.gov website via the following link:

[https://www.fsd.gov/gsafsd\\_sp?id=gsafsd\\_kb\\_articles&sys\\_id=8b577ef81bbdc950fe314000f54bcbde](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=8b577ef81bbdc950fe314000f54bcbde)