

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 on October 1, 2023. Generally, all entities wishing to do business with the federal government must have a unique entity identifier (UEI). As a result, and as part of TEOAF's migration, TEOAF is updating the way it handles banking/payment information for the entities it pays.
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. Generally, all entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Starting April 4, 2022, the Federal Government will switch from using the D&B generated DUNS number to a new SAM.gov generated UEI.
5. 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 a single location will be assigned a 4-digit EFT and must provide it on their ACH form.
6. 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.

7. 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.

8. 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 SAM.gov generated 12-digit UEI and if applicable, a 4-digit EFT number currently known as the DUNS+4 number.

9. 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 SAM.gov generated 12-digit UEI and if applicable, a 4-digit EFT number currently known as the DUNS+4 number.

10. 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.

11. As a recurring TEOAF vendor, when do I have to obtain a UEI and provide that information to TEOAF?
 - a. Beginning October 1, 2022, TEOAF will no longer process transactions for recurring vendors that are not registered in SAM.gov and do not have a SAM.gov generated UEI. As a result, UEI information must be sent to TEOAF by September 30, 2022.

12. I am a state and local police department, who do I send my updated ACH with my 12-digit UEI and if applicable, a 4-digit EFT number, and TEOAF program?
 - a. This process varies by agency, but generally state and locals will provide the ACH form to their contact at an agency field office who will then provide it to their contact at the agency headquarters. Some agency headquarters will send the ACH directly to TEOAF at tffvendors@cbp.dhs.gov and others will provide it to their TEOAF bureau liaison who will provide it to tffvendors@cbp.dhs.gov.

13. 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 locals to indicate the program that the UEI is related to because some state and locals participate in multiple TEOAF programs, and they would like to ensure they are sending TEOAF program funds to the correct bank account.
14. Where can I find 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>
15. 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