



SAM Registration, UEI Requirement, and ACH Form for Recurring Treasury Executive Office for Asset Forfeiture (TEOAF) Vendors

May 2023





Agenda

- Background
- Requirements
- UEI Update Process for Recurring TEOAF Vendors
- SAM.gov Registration
- ACH Form Completion
- Sample Email to *tffvendors@cbp.dhs.gov*
- TEOAF Bureau Liaisons



Background

- The Department of the Treasury, Executive Office for Asset Forfeiture (TEOAF) will be migrating 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.
- Generally, all entities wishing to do business with the federal government must have a unique entity identifier (UEI).
- Previously, the DUNS number, a unique nine-character identification number provided by Dun & Bradstreet (D&B), was the official UEI. D&B assigned UEI (DUNS) for each physical location of a business.
- A vendor would have a DUNS number if registered in SAM.gov prior to April 4, 2022.
- **As of April 4, 2022, the Federal Government switched from using the D&B generated DUNS number to a new SAM.gov generated UEI.**
- **Beginning October 2024, 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.**



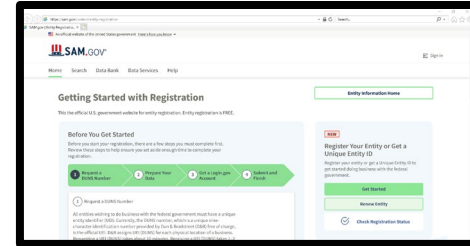
Requirements

- **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.
 - The DUNS +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 single location. D&B does not create or maintain the +4 number.
 - When adding additional bank accounts in SAM, the DUNS +4 extension allows the DLA to assign a new CAGE Code for each additional bank account entered on the Financial Information page of the SAM entity registration.
 - Starting April 4, 2022, the Federal Government will switch from using the DUNS+4 number to the EFT number.
- Recurring TEOAF vendors must indicate the TEOAF program (i.e., EQSH, JOPS, EQSH & JOPS, or Refund) for which the UEI and EFT relate to, via an ACH from (*refer to slide 7*).
- To prevent delays in processing transactions, **starting May 1, 2022**, recurring TEOAF vendors should send a new ACH form that includes their SAM.gov generated 12-digit UEI (and 4-digit EFT if applicable) and the relevant TEOAF program to their TEOAF Bureau liaison or Headquarters (HQ) contact (*refer to slide 7*).



UEI Update Process for Recurring TEOAF Vendors

1 Entity registers or updates info in SAM.gov and has a SAM.gov UEI generated.



2 Entity or field office fills out a new ACH form and includes the SAM.gov generated UEI (and EFT if applicable) and Program (i.e., EQSH, JOPS, EQSH & JOPS, or Refund).

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM OMB No. 1510-0056

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

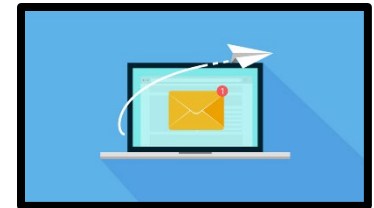
PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

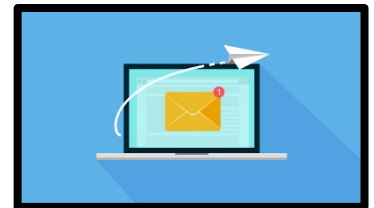
AGENCY INFORMATION

FEDERAL PROGRAM AGENCY	FBI CUSTOMER AND BORDER PROTECTION	
AGENCY IDENTIFIER	AGENCY LOCATION CODE (ALC)	ACH FORMAT
71095	70050800	<input checked="" type="checkbox"/> eco <input type="checkbox"/> ctx
ADDRESS	NATIONAL FINANCE CENTER-FORFEITURE FUND TEAM, 6650 TELECOM DR, STE 100	
CITY	INDIANAPOLIS, IN 46278	
CONTACT PERSON NAME	DAVID E. JENNY	
PHONE NUMBER	1-317-314-6478	
ADDITIONAL INFORMATION	mailto:david.e.jenny@cbp.dhs.gov UEI: P5183161089 EFT: 5361 Program: BDM	

3 Entity or field office emails the completed ACH form to the appropriate TEOAF Bureau liaison or Bureau HQ contact.



4 TEOAF Bureau liaison or Bureau HQ contact emails the ACH and indicates which information is new or updated on the ACH to CBP's Financial Accounting Division (FAD), formerly known as the National Finance Center (NFC), at tffvendors@cbp.dhs.gov.





SAM.gov Registration

All recurring TEOAF vendors will need to check their current SAM.gov registration status to determine if they need to:

- Renew their existing entity record in SAM.gov by clicking the “Renew Entity” button on the SAM.gov homepage.
- Get a UEI by clicking the “Get Started” button on the SAM.gov homepage.

https://sam.gov/content/entity-registration

SAM.gov | Entity Registratio... x

An official website of the United States government [Here's how you know](#)

SAM.GOV Sign In

Home Search Data Bank Data Services Help

Getting Started with Registration

[Entity Information Home](#)

This is the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

1 Request a DUNS Number

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. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Registration Status](#)



ACH Form Completion

Once a recurring TEOAF vendor has received their UEI and EFT (*If applicable*) number, they will need to complete and provide their TEOAF Bureau liaison or HQ contact with an updated ACH form that includes the UEI and the EFT number (*If applicable*) and indicate which TEOAF program this information relates to within the “Additional Information” section formatted exactly as shown in ACH form example below. **Please note the ACH form should be completed in its entirety including banking information even if it has not changed.**

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM			OMB No. 1510-0056
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PRIVACY ACT STATEMENT			
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AGENCY INFORMATION			
FEDERAL PROGRAM AGENCY			
US CUSTOMS AND BORDER PROTECTION			
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT:	
7005	70050800	<input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX	
ADDRESS:			
NATIONAL FINANCE CENTER-FORFEITURE FUND TEAM, 6650 TELECOM DR, STE 100			
INDIANAPOLIS, IN 46278			
CONTACT PERSON NAME:		TELEPHONE NUMBER:	
David Stacy		(317) 614-4678	
ADDITIONAL INFORMATION:			
Email: tffvendors@cbp.dhs.gov UEI: P51SJIS63DW9 EFT: 5351 Program: EQSH			



ACH Form Completion (cont..)

The following values should be used to indicate which TEOAF program this information relates to within the “Additional Information” section and must be one of the following four values shown below:

- **“EQSH”** – Recurring TEOAF vendors should use this value if the banking information included on the ACH form should only be associated with the TEOAF Equitable Sharing program.
- **“JOPS”** – Recurring TEOAF vendors should use this value if the banking information included on the ACH form should only be associated with the TEOAF Joint Operations program.
- **“EQSH & JOPS”** – Recurring TEOAF vendors should use this value if the banking information included on the ACH form should be associated with both the TEOAF Equitable Sharing and Joint Operations programs.
- **“Refund”** – TEOAF vendors should use this value if the banking information included on the ACH form should only be associated with a refund due to them through the TEOAF refund program.



Sample Email to *tffvendors@cbp.dhs.gov*

Please see below for a sample email to send to CBP's FAD. Please fill in the information in between the brackets indicating your vendor name and whether you updated the UEI/EFT only or if you updated the banking information and the UEI/EFT.

From: Bureau Liaison or Bureau HQ contact

To: *tffvendors@cbp.dhs.gov*

Subject: Updated ACH form with UEI

Attachment: ACH form for [INSERT VENDOR NAME]

Email Body:

Please note we updated the [INSERT "*UEI/EFT update ONLY*" or "*Banking information & UEI/EFT*"] on the ACH form.



TEOAF Bureau Liaison and HQ Contacts

Agency	Name	Email Address
Customs and Border Protection (CBP)	Dennis McKenzie	dennis.mckenzie@cbp.dhs.gov
Customs and Border Protection (CBP)	Cecelia Walker	cecelia.walker@cbp.dhs.gov
Homeland Security Investigations (HSI)	Robert Burgess	robert.l.burgess@ice.dhs.gov
Internal Revenue Service-Criminal Investigation (IRS)	Monique Fields	Monique.fields@ci.irs.gov
United States Secret Service (USSS)	Gavin Hartsell	gavin.hartsell@usss.dhs.gov