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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). 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. *(More information on the Requirements slide 4.)*

A vendor must have a DUNS number if registered in SAM.gov prior to April 4, 2022.

Starting April 4, 2022, the Federal Government will switch from using the D&B generated DUNS number to a new SAM.gov generated UEI.

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.
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 form (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).

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.
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.
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.
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.
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.
<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs and Border Protection (CBP)</td>
<td>Dennis McKenzie</td>
<td><a href="mailto:dennis.mckenzie@cbp.dhs.gov">dennis.mckenzie@cbp.dhs.gov</a></td>
</tr>
<tr>
<td>Customs and Border Protection (CBP)</td>
<td>Cecelia Walker</td>
<td><a href="mailto:cecelia.walker@cbp.dhs.gov">cecelia.walker@cbp.dhs.gov</a></td>
</tr>
<tr>
<td>Homeland Security Investigations (HSI)</td>
<td>Robert Burgess</td>
<td><a href="mailto:robert.l.burgess@ice.dhs.gov">robert.l.burgess@ice.dhs.gov</a></td>
</tr>
<tr>
<td>Internal Revenue Service-Criminal Investigation (IRS)</td>
<td>Tina Fletcher</td>
<td><a href="mailto:tina.fletcher@ci.irs.gov">tina.fletcher@ci.irs.gov</a></td>
</tr>
<tr>
<td>Internal Revenue Service-Criminal Investigation (IRS)</td>
<td>Joseph Caswell</td>
<td><a href="mailto:joseph.caswell@ci.irs.gov">joseph.caswell@ci.irs.gov</a></td>
</tr>
<tr>
<td>United States Secret Service (USSS)</td>
<td>Gavin Hartsell</td>
<td><a href="mailto:gavin.hartsell@ussdhs.gov">gavin.hartsell@ussdhs.gov</a></td>
</tr>
<tr>
<td>United States Secret Service (USSS)</td>
<td>Pat Beretsel</td>
<td><a href="mailto:patrick.beretsel@ussdhs.gov">patrick.beretsel@ussdhs.gov</a></td>
</tr>
<tr>
<td>United States Secret Service (USSS)</td>
<td>Brian Dolan</td>
<td><a href="mailto:gavin.hartsell@ussdhs.gov">gavin.hartsell@ussdhs.gov</a></td>
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