

# INDIANA

## ASSOCIATION OF COUNTY COMMISSIONERS

We got a bit of information from the US Treasury. Please see below for steps you all can take now to ensure your payment from the US Treasury is timely after the program launch.

### APPLIES TO COUNTIES AND METRO CITIES

All Federal financial assistance recipients must have a Data Universal Numbering System (DUNS) number and an active registration with the System for Award Management (SAM) database at [www.SAM.gov](http://www.SAM.gov). As a result, all eligible entities receiving direct payment from Treasury under the State and Local Fiscal Recovery Funds Program will need a DUNS number and an active SAM registration to receive payment. The DUNS and SAM registration process may take several business days to complete. Therefore, Treasury recommends that eligible entities begin those registration processes if they have not already completed them.

### **As soon as possible, these governments should take the steps below.**

- 1. Ensure the entity has a valid DUNS number.** A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. The federal government uses the DUNS number to track how federal money is allocated. A DUNS number is required prior to registering with the SAM database, which is outlined below. Registering for a DUNS number is free of charge.  
If an entity does not have a valid DUNS number, please visit <https://fedgov.dnb.com/webform/> or call 1-866-705-5711 to begin the registration process.
- 2. Ensure the entity has an active SAM registration.** SAM is the official government-wide database to register with in order to do business with the U.S. government. All Federal financial assistance recipients must register on SAM.gov and renew their SAM registration annually to maintain an active status to be eligible to receive Federal financial assistance. There is no charge to register or maintain your entity SAM registration.  
If an entity does not have an active SAM registration, please visit, [SAM.gov](http://SAM.gov) to begin the entity registration or renewal process. Please note that SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds.  
[Click here for a quick overview for SAM registration](#)
- 3. Gather the entity's payment information, including:**
  - o Entity Identification Number (EIN), name, and contact information
  - o Name and title of an authorized representative of the entity
  - o Financial institution information (e.g., routing and account number, financial institution name and contact information)