

## **Becoming a Federal Contractor**

The process of becoming a new federal contractor has sometimes been described as tedious, but not difficult. It will probably take you a couple of hours to complete. It will be helpful to have the following information available before you get started.

- Your DUNS (Data Universal Numbering System) number, this is a unique company identifier provided by Dun and Bradstreet.
- Your federal tax identification number (TIN). Even the federal government has to report payments to the Internal Revenue Service.
- Your banking information (routing and account numbers)... almost all government payments are now made by electronic funds transfer. We want your payment to go to the right account, we're pretty sure you do too.
- The NAICS (North America Industry Classification System) code(s) you want register your business under. This website <http://www.census.gov/eos/www/naics/> is maintained by the Bureau of the Census. You can enter a keyword description of your line of business to find an appropriate code.

For example, if you're in auto repair you have a number of alternatives including 811111 - general automotive repair, 811112 - exhaust repair, or 811113 - transmission repair. And you don't have to pick just one; you can register with multiple NAICS codes that apply to what you do.

When you register at SAM you'll first create a user account and choose your own unique user name and password following the direction provided. Be sure to keep both in a safe place.

Once you've established a user account you'll be ready to register your business with SAM. That's when your preparation above will pay off as you won't have to go find the information you need.

**Important Reminder:** Registration is free! If someone is trying to charge you for this service, you are on the wrong web site. Be certain you're at [www.sam.gov](http://www.sam.gov) and not one of the private for-fee services that may charge anywhere from \$600 to \$1,900 and gain access to your banking information. If they ask you for a credit card, you're at the wrong web site!