



Central Contractor Registration Handbook

December 2007

**If you have any questions regarding this handbook,
please contact the CCR Assistance Center at**

888-227-2423

from within the United States

or

269-961-5757

Internationally

or

DSN 661-5757

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Welcome to CCR

Introduction

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term “assistance awards” includes grants, cooperative agreements, and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered “registrants”.

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the Federal Government through Grants.gov must now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded.

CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies’ finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.

Please note that any information provided in your registration may be shared with authorized federal government offices. However, registration does not guarantee business with the federal government.

Who registers in CCR?

- According to the Federal Acquisition Regulation (FAR) policy FAR 4.1102 (October 1, 2003), “Prospective contractors shall be registered in the CCR database prior to award of a contract or agreement.”
- Federal Acquisition Circular (FAC) 2001-16 amends the FAR policy to require contractor registration in the CCR database effective October 1, 2003. <http://acquisition.gov/comp/far/FAC/fac01016.pdf>.
- According to the Defense Federal Acquisition Regulations Supplement (DFARS) policy, DFARS 204.7302, prospective registrants must be registered in CCR prior to the award of a contract—basic agreement, basic ordering agreement, or blanket purchase agreement. FAR clause 52.232-33 requires registration for payment.
- Organizations applying for assistance awards (e.g. grants and cooperative agreements) from the federal government through Grants.gov need to register

in CCR. Individuals applying for Federal assistance awards are not required to register with CCR unless a particular Federal agency requires the registration or the individual is applying for an assistance award through Grants.gov.

- Prime contractors are not required to have their subcontractors register in CCR. If a prime's subcontractor wants to bid directly for contracts with the federal government, it should register in CCR.
- EFT and assignment of claims is described as stated in FAR 52.232-33 Paragraph G:

“EFT and assignment of claims: If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to Subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.”
- Until all intra-governmental transactions are routed through the Intra-governmental Transaction Exchange (IGTE), some federal government agencies may be required to register in CCR as well. This may include agencies that receive payment via an EFT or whose trading partner [e.g., Department of Defense (DOD), NASA] requires a Commercial and Government Entity (CAGE) Code be submitted.
- Anyone (sole proprietors, corporations, partnership, and governmental organizations) desiring to do business with the Government must register in CCR. However, CCR registration is not required for Individuals seeking Grants. NIH Peer Reviewers are required to register in CCR to ensure that you will be reimbursed for your review meeting related expenses and honorarium through Electronic Funds Transfer (EFT). Foreign reviewers without a U.S. bank account will also need to register with the CCR, but will receive a check via mail rather than via direct deposit. Without a CCR registration, NIH will be unable to pay you for your reimbursable expenses. Please [click here](#) to review NIH's detailed instructions on how to register properly in CCR.

How to Register

Enter your registration online through the World Wide Web (www):

Step 1: Access the CCR online registration through the CCR home page at <http://www.ccr.gov>. Click on “Start New Registration.” You must have a Data Universal Numbering System (D-U-N-S) Number in order to begin the registration process.

Step 2: Prior to registering in CCR, you will be asked to select one of the following:

- 1) I am **not** a U.S. Government entity.
- 2) I am a U.S. Federal Government entity, required by my trading partner to be registered in CCR (e.g. CAGE code).
- 3) I am a U.S. Federal Government Entity registering for intra-governmental transactions.

Please note that if you select #3, you will be directed to Federal Agency Registration (FedReg).

Step 4: Complete and submit the online registration. If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

Additional important information for Web users

When you register via the Web, a temporary confirmation number will be assigned to you. It is important that you write down your temporary confirmation number. If you are unable to complete your application during your initial session, you will need your temporary confirmation number to continue. Clicking “Validate/Save” will save the incomplete registration. A list of information you are missing will appear on the “Show Errors” list. Registrations in process are saved for up to 120 days for your convenience. A Trading Partner Identification Number (TPIN) will replace the temporary confirmation number when the registration is active. You will use your temporary confirmation number to access your registration until you receive your TPIN.

How to Know Your Registration Was Successful

All mandatory information must be provided in order to complete your registration online. You will be notified of missing information by a list of “errors” on each page

when you click “Validate/Save”. Once you have provided the information, click “Validate/Save” again to verify that all necessary fields are filled.

When your registration is submitted successfully, the CCR Primary POC will receive notice either by U.S. Postal Service or email. The email notice contains a method to access your confidential Trading Partner Identification Number (TPIN). The TPIN access information is sent separately for security reasons. Receipt of your TPIN is your confirmation that you are successfully registered in CCR. The confidential TPIN allows access to your CCR data and is required to make or request any changes or updates to your registration. The TPIN is **not** to be used on contracts or other federal government paperwork.

In addition to receiving these letters, you can verify the status of your registration online by visiting CCR's homepage at www.ccr.gov and clicking on “Search CCR”. When prompted, enter your D-U-N-S Number and click “Search”. The registration status is located at the top of the page.

Valid Statuses are:

- **Active:** Registration is Active.
- **Registered/Active Pending:** Registration is in process of being validated.
- **Inactive:** Registration has been cancelled or has expired.
- **Invalid:** D-U-N-S Number is incorrect. Contact D&B to verify the D-U-N-S Number.

Maintaining Your CCR Registration

Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. Use your D-U-N-S Number in conjunction with your TPIN number when making any changes to your profile.
- You are responsible for updating all of your registration information as it changes, including ensuring that all changes to D&B and IRS are reflected in your CCR registration. Remember that the Legal Business Name and Physical Address information are now automatically input into your registration from D&B, and it is your responsibility to keep this information updated at D&B. Companies within the U.S.A. may contact D&B at 866-705-5711. U.S.A. and non-U.S.A. companies may also use the web at <http://fedgov.dnb.com/webform/> to search, revise information, or request a D-U-N-S number.
- You must renew your registration at least every 12 months from the date you previously registered. However, you are strongly urged to renew more frequently to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to

receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.

- Please remember that once you cancel your registration, all payments, if payments are being made, will cease. A registrant must remain active in CCR until all payments are made to avoid discontinuation.
- You may voluntarily delete your registration at any time by going online with your D-U-N-S Number and TPIN or contacting the CCR Assistance Center at (888) 227-2423 or (269) 961-5757 (DSN: 661-5757). If you delete your registration, your information will be removed from the CCR database. If you delete your registration by mistake, you may also call to reinstate that registration.
- In the event the E-Business POC leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, and access privileges of each POC.
- In the event the Registrant (also known as the CCR POC) leaves your organization, you must ensure that his or her alternate and successor have reference materials they need to continue the CCR update process. For instance, the CCR POC should have access to reference guides, names, and contacts of individuals involved with the CCR registration process and other information needed to update the CCR record.

To initiate any changes or submit a renewal

Changes can be made to your registration by:

- Step 1: Going to CCR's home page, <http://www.ccr.gov>, and clicking on "Update or Renew Registration".
- Step 2: Prior to updating or renewing your registration in CCR, you will be asked to select one of the following:
- 1) I am **not** a U.S. Government entity.
 - 2) I am a U.S. Federal Government entity, required by my trading partner to be registered in CCR (e.g. CAGE code).
 - 3) I am a U.S. Federal Government Entity registering for intra-governmental transactions.

Please note that if you select #3, you will be directed to FedReg.

- Step 3: Enter your D-U-N-S Number and TPIN or Confirmation Number, and then click "Log In".
- Step 4: Make the necessary changes, and then click the "Validate/Save Data" button to register an update in the system.

To submit a renewal with no changes, follow the same steps listed above with the exception of making changes to your information. Reminder: you must click “Validate/Save Data” or the Renew Profile button in Registration Tools to activate the renewal even if none of your information has changed. Please be aware that new requirements may have been implemented since your last visit. You may receive an error on your renewal if a new requirement isn't fulfilled.

To cancel an active registration

Go to www.ccr.gov and click on “Update or Renew Registration”. Check that you are 1) I am **not** a U.S. Government entity. Enter your D-U-N-S Number and TPIN and click “Log In”. On the next screen click “Delete Profile” in the upper left corner to cancel your registration.

Special Requirements for Non U.S. Registrants

Non U.S. companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code from the appropriate source. According to the FAR, if the contractor is working for a department under the Department of Defense umbrella, they will need to register in CCR to receive payment from DFAS.

The NCAGE Code can be obtained directly from the Codification Bureau in your country. Please view the up-to-date list of countries and the information necessary to contact the Codification Bureau. If your organization does not already have an NCAGE Code assigned, for most countries you can obtain one by connecting to Form AC135 (http://www.dlis.dla.mil/Forms/Form_AC135.asp). If you cannot submit this form by Internet, you can obtain an NCAGE Code by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp. Search for a CAGE Code on our website: http://www.dlis.dla.mil/cage_welcome.asp.

If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN).

If you are incorporated outside the U.S., you must provide country of incorporation. Non U.S. registrants doing business outside the U.S. are not required to complete the Financial Information section of the registration.

Information Needed to Register

* Items are mandatory

General Information

* **Data Universal Numbering System (D-U-N-S) Number:** The Data Universal Numbering System (D-U-N-S) Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform> if you do not have a D-U-N-S Number. The process to request a D-U-N-S Number via phone takes about 10 minutes and is free of charge. Internet requests are fulfilled within 24 hours. Once a D-U-N-S Number has been issued, it will be available for use in CCR within 24 hours.

You must have a different nine-digit D-U-N-S Number for each physical location or different address in your business or organization as well as each legal division that may be co-located. When entering your D-U-N-S Number, enter only the numbers; do not include dashes.

D-U-N-S +4: The use of D-U-N-S+4 Numbers to identify registrants is limited to identifying different CCR records for the same registrant at the same physical location. For example, a registrant could have two records for themselves at the same physical location to identify two separate bank accounts. (Registrants wishing to register their subsidiaries and other entities should ensure that each additional location obtains a separate D-U-N-S Number from Dun & Bradstreet at 1-866-705-5711.)

CAGE Code: The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. The CAGE Code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, a pre-award survey, automated bidders list, identification of debarred bidders, fast pay processes, etc. Registrants with a U.S. address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE Code, one will be assigned to you. The CCR registration process will also verify existing CAGE Codes for all applicants. To speed up the process, make every effort to use a current CAGE Code in your application. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the DLIS CAGE web at http://www.dlis.dla.mil/cage_welcome.asp. If you need assistance with conducting your search, call toll free: 1-888-227-2423 or DSN 661-5757. NOTE: Registrants located outside of the U.S. are required to include an NCAGE Code on the registration, or it will be considered incomplete. Information on NCAGE codes may be found at <http://www.dlis.dla.mil/forms/Form AC135-asp>.

* **Legal Business Name and Doing Business As (DBA):** Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name, such as a

franchise, licensee name, or an acronym, then include that in the DBA space below the Legal Business Name. Your legal business name as entered on the CCR registration MUST match the legal business name at Dun & Bradstreet. If the information does not match, your registration may be rejected during processing. Do not type “same” or “as shown above” in the DBA field.

* **US Federal TIN:** The Tax Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) (<http://www.irs.gov/businesses/small/article/0,,id=104331,00.html>) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) (http://www.ssa.gov/replace_sscard.html).

If you do not know your TIN/EIN, contact the IRS at 1-866-255-0654 (Option 2). If you operate as an individual sole proprietorship, you may use your Social Security Number if you do not have a TIN/EIN. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a TIN. When entering your TIN (EIN or SSN) on the Web site, enter only the numbers; do not include the dashes (Example: 123456789 not 123-45-6789).

In compliance with U.S. Code, Title 31, Section 7701, (c), (3): The Federal Government may use the TIN to collect and report on any delinquent amounts arising out of the registrant’s relationship with the Federal Government.

NOTE: As of October 30, 2005, all TINs will be validated by the IRS. You will not be allowed to have an active CCR registration without a validated TIN. The TIN matching process is a joint effort among the General Services Administration (GSA), Department of Defense (DOD), and the IRS to improve the quality of data in government acquisition systems. A notice has gone out to CCR registrants informing them of the IRS validation in CCR registration.

In order to complete your CCR registration and qualify as a registrant eligible to bid for federal government contracts or apply for federal assistance awards (e.g. grants and cooperative agreements), the TIN and Taxpayer Name combination you provide in CCR must match exactly to the TIN and Taxpayer Name used in federal tax matters.

It may take three to five business days to validate new and updated records prior to becoming active in CCR.

Division Name and Number: If you do business or are identified as a division of a larger company, use this space to indicate the proper name for your division. If a number identifier commonly distinguishes your division, enter that in the division number field. Otherwise, leave blank.

Registration URL: If applicable, provide your business or organization home page URL. Both upper and lower cases are acceptable.

Physical Address Information: Effective July 28, 2006, all address information, physical street address 1 and 2, City, State, Zip, and Country may no longer be edited in CCR. This information will be automatically populated by D&B. In order to change this information, registrants must go to the Dun and Bradstreet website,

<http://fedgov.dnb.com/webform/> and edit the information that is currently in their D&B record.

- * **Physical Street Address 1:** From D&B, P.O. Box and c/o may not be used in this space. You may not register a branch of the business with the branch address and the headquarters D-U-N-S Number.

Physical Street Address 2: From D&B, this space is a continuation of your physical street address, if needed.

- * **City, State, Zip:** From D&B

- * **Country:** From D&B

- * **Mailing Address Information:** If you are unable to receive mail at your physical address, enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. If the Point of Contact is in a different location than the legal business address and wishes to receive the mail directly, please enter the appropriate address here.

- * **Date Business Started:** Enter the date the business was formed or established. This may be used to distinguish you from others with similar names. When entering the information on the web site, you must enter as mm/dd/yyyy. (Example: 01/01/1995)

- * **Fiscal Year End Close Date:** Enter the day on which you close your fiscal year. For example, if you use the calendar year, enter 12/31. When entering the information on the web site, you must enter as mm/dd.

- * **Average Number of Employees:** Be sure to provide accurate information about the number of employees for your business or organization, as this value is part of determining your business or organization size classification. The calculation must include the employees of *all affiliates*, not just your individual branch. For more information, see <http://www.sba.gov/size>.

- * **Annual Receipts:** Be sure to provide accurate information about the three-year average annual receipts for your business, as this value is part of determining your business size classification. The calculation must include the receipts of *all affiliates*, divisions, etc. For more information, see <http://www.sba.gov/size>. Annual receipts cannot be zero; you must enter a number. When entering receipts in the web site, enter numbers only, no dollar signs or commas.

- * **Average Number of Employees including all affiliates:** This information is passed to SBA in order to calculate your business size using SBA's official size standards for your industry. The average number of persons employed for each pay period over the firm's latest 12 months, including persons employed by the parent organization, all branches, and all affiliates worldwide

- * **Average Annual Receipts including all affiliates:** This information is passed to SBA in order to calculate your business size using SBA's official size standards for your industry. The average receipts over the last three completed fiscal years, including receipts of the parent organization, all branches, and all affiliates worldwide.

Company Security Level: If applicable, choose the correct level of security for the facility.

Highest Employee Security Level: If applicable, choose the security level of the employee with the highest employee security level at that facility.

Corporate Information

* Items are mandatory

*** Type of Relationship with the U.S. Federal Government:**

Grants: This option is for those who plan to apply for federal government assistance awards (e.g. grants and cooperative agreements).

Contracts: This option is for those who plan to respond to federal government contracts.

Both Contracts and Grants: This option is for those who plan to respond to both federal government contracts and assistance awards grants.

*** Type of Organization:** You must categorize your organization.

U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency

Business or Organization

U.S. Federal State, Local, Tribal, or Foreign Government entities: If you choose U.S. Federal, State, Local, Tribal, or Foreign Government entities above, the following options will appear:

*** U.S. Federal Government**

Federal Agency

Federally Funded Research and Development Corporation

*** U.S. State Government**

*** U.S. Local Government**

City

County

Inter-municipal

Local Government Owned

Municipality

School District

Township

*** U.S. Tribal Government**

*** Foreign Government**

Other Governmental Entities (Optional Information. Check if the types apply to your organization)

Airport Authority

Council of Governments

Housing Authorities Public/Tribal
Interstate Entity
Planning Commission
Port Authority
Transit Authority

Business or Organization: This section will appear if you indicate that you are a business or organization.

Check all the descriptions that apply to your business (you must choose at least one). If you are a small business, emerging small business, or a participant in SBA programs such as 8(a), 8(a) Joint Venture and HUB Zone, this information will be inserted into your registration directly from SBA. You will not need to enter this information.

If you are an AbilityOne (formerly JWOD) agency, you will no longer be able to select AbilityOne (formerly JWOD) as a business type. You will be authorized by the Committee for the Purchase From People Who are Blind or Severely Disabled. This information will be inserted into your registration automatically.

PLEASE NOTE: You should select business types that reflect the current status of your business. The business types are not an indication of the business opportunities you hope to pursue.

* **Type of Organization:** You must choose one of the boxes to indicate the legal form of your business.

Corporate Entity (Not Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types. You must also indicate if you are a Subchapter S Corporation.

Corporate Entity (Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types. You must also indicate if you are a Subchapter S Corporation.

Partnership or Limited Liability Partnership

Sole Proprietorship

- * **Owner Information:** Mandatory if you have checked “Sole Proprietorship” as business type. You must provide the name and phone number of the owner of the business.

International Organization

- Defined in the Code of Federal Regulations (26 CFR 1.6049-4) found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

Other**Other types of organizations (Optional Information. Check if the types apply to your organization):**

Foreign Owned and Located

Small Agricultural Cooperative

Limited Liability Corporation (if Corporate Entity is selected as Organizational Structure)

Subchapter S Corporation (if Corporate Entity is selected as Organizational Structure)

*** Profit Structure**

For Profit Organization

Non Profit Organization

Other Not for Profit Organization

Socio-Economic Categories

Business Size and SBA program participation are validated by SBA. These items are no longer self-certified. Small Business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours and NAICS codes entered in the General Information portion of the registration. Check all that apply (optional):

Community Development Corporation

Labor Surplus Area Firm

These categories require that the firm is 51% owned and controlled by one or more members of the selected socio-economic group (optional):

Self-Certified Small Disadvantaged Business

Veteran Owned Business

Service Disabled Veteran Owned Business

Woman Owned Business

Minority Owned Business (If selected, then sub-type is required)

- Asian-Pacific American Owned
- Subcontinent Asian (Asian-Indian) American Owned
- Black American Owned
- Hispanic American Owned
- Native American Owned
- Other than one of the preceding

All Registrants will complete the following sections**(Check all the apply - optional)**

Community Development Corporation
Domestic Shelter
Educational Institution
Foundation
Hospital
Veterinary Hospital

Educational Entities (optional)

1862 Land Grant College
1890 Land Grant College
1994 Land Grant College
Historically Black College or University (HBCU)
Minority Institutions
Private University or College
School of Forestry
Hispanic Servicing Institution
State Controlled Institution of Higher Learning
Tribal College
Veterinary College

Nature of Organization's Business (optional)

Architecture and Engineering (A&E)
Construction Firm
Manufacturer of Goods
Research and Development
Service Provider

Socio-Economic Certifications:

DOT Certified Disadvantaged Business Enterprise (Yes)

Federally Recognized Native American Entities:

Alaskan Native Corporation Owned Firm Native Hawaiian Organization Owned Firm
American Indian Owned Tribally Owned Firm
Indian Tribe (Federally Recognized)

Goods/Services

* Items are mandatory

* **North American Industry Classification System (NAICS) Codes:** NAICS Codes are a method for classifying business establishments. You must supply at least one for your registration to be complete. If you do not know your NAICS codes, you may perform a search at <http://www.census.gov/epcd/naics07>. You must use six-digit NAICS Codes in your registration. You can add or change NAICS Codes at any time. Nothing precludes you from bidding on a procurement that has a NAICS code that you have not listed in your record.

* **Standard Industrial Classification (SIC) Codes:** SIC codes are optional. Use this section to list all the classification codes that apply to your products and services. Be sure to list as many as apply. SIC codes can be four or eight digits, all numeric. You must supply at least one valid SIC code for your registration to be complete. If you do not know your SIC codes, you may perform a search at www.osha.gov/oshstats/sicser.html.

Product Service Codes (PSC Codes): PSC Codes are optional, four-character, and alpha-numeric. PSC Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes at http://www.fpds-ng.com/downloads/psc_data_10242006.xls.

Federal Supply Classification Codes (FSC Codes): FSC Codes are optional and 4 numeric digits. FSC Codes are similar to SIC Codes. FSC Codes are used only to identify products. You may search for an FSC Code by utilizing the link provided in this section, <http://www.dlis.dla.mil/h2> or <http://www.dlis.dla.mil/PDFs/h2.pdf>.

When typing in your SICs, PSCs, or FSCs, separate them with a comma only, no spaces. (Example: 1234,5231,9012)

Financial Information

* Items are mandatory

All registrants must complete this section except Non U.S. registrants doing business outside the U.S. and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Federal Government's preferred payment method and has been legally mandated for all contract and assistance award (e.g. grant and cooperative agreement) payments. Contact your bank or financial institution for the necessary information to complete this section.

Electronic Funds Transfer (EFT):

Financial Institution: Name of the bank used for EFT/banking purposes. This field will be automatically filled from the ABA Routing Number provided below.

- * **ABA Routing Number:** ABA Routing number is the American Banking Association nine-digit routing transit number of your financial institution. Contact your financial institution if you require assistance obtaining this number. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner. This number must be the EFT ABA Routing number, not the Wire Transfer ABA number.
- * **Account Number, Type, & Lockbox Number:** Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is a checking or savings account. If you prefer to use a lockbox service, enter the appropriate account number in the space provided. If you use a lockbox for your banking purposes, you must also check “checking” under account type.
- * **Automated Clearing House (ACH):** ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that email addresses requested under the contact entries refer to Internet email, not a local area network email address within your office. When entering the phone numbers on the web site, enter the numbers only; do not put in dashes or parentheses. [Example: 9995551212, not (999) 555-1212.]
- * **Remittance Information:** This is the address where you would like a paper check mailed in the event an EFT transfer does not work. Please indicate on the name line the party to whom the check should be mailed and fill in the appropriate information. If you use a lockbox and want checks mailed directly to the bank, insert the bank name and address here.
- * **Accounts Receivable:** Provide contact information for the accounts receivable person at your business or organization. An email address is required. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your federal government contracts and DOD funded assistance awards. *Please note that this contact is not authorized to receive or release information regarding the CCR registration to any Registration Assistance Center personnel.* It may be beneficial to have the accounts receivable contact also act as the additional contact for the registration.
- * **Credit Card Information:** Does your business or organization accept credit cards for payment? This is a YES or NO question.

Point Of Contact

* Items are mandatory

- * **Registrant Name: Also known as the CCR POC.** List the name of the person that acknowledges that the information provided in the registration is current, accurate, and complete. The person named here will be the ONLY person within the registering business or organization to receive the Trading Partner Identification Number (TPIN) via email or U.S. Postal mail. The Registrant and the Alternate Contact are the only people authorized to share information with CCR Assistance Center personnel. It is important

that the person named here have knowledge about the CCR Registration. An email address is required. Both upper and lower cases are acceptable for all email addresses.

* **CCR POC Alternate:** Provide name and a phone number for another person at your business or organization should questions arise when the primary contact is not available.

* **Government Business POC:** This POC is that person in the organization responsible for marketing and sales with the federal government. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC and contact information, if entered, will be publicly displayed on the CCR Search Page. All contact methods are mandatory.

Past Performance POC: This POC is that person in the business or organization responsible for administering the business or organization's federal government past performance reports and response efforts. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC and contact information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory.

* **Electronic Business POC:** The EB POC is the person in the business or organization responsible for authorizing individual personnel access into federal government electronic business systems [e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF)]. POC and contact information is mandatory. This information will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory. Visit <https://wawf.eb.mil> to view detailed information on EB POC responsibilities for WAWF.

* **Marketing Partner ID (MPIN):** This is a self-defined access code that will be shared with authorized partner applications [e.g., Past Performance Information Retrieval System (PPIRS), Federal Technical Data Solutions (FedTeDS) etc.]. The MPIN is used to access these other systems, and you should guard it as such. The MPIN must contain nine characters, at least one alpha and one numeric character each. It should not contain spaces or special characters. For organizations submitting assistance award (e.g. grant) applications, the MPIN allows the EB POC to approve other individuals within the organization who are authorized to submit applications on the organization's behalf.

Electronic Data Interchange (EDI)

This is an optional section for those doing business through EDI. If you have questions about doing business through EDI, please contact your local Procurement Technical Assistance Center (PTAC) by visiting them at <http://www.dla.mil/db/procurem.htm>.

EDI Contact Information: If you are registering as an EDI-capable business or organization, please provide an EDI Point of Contact here.

APPENDIX A - Example of a “CCR Welcome Letter”

THE COMPANY

Attn:

3025 MAIN STREET

MILWAUKEE, WI 53209

SUBJECT: Central Contractor Registration (CCR) Welcome

Registration Notification to D-U-N-S Number: 123456789

Congratulations on your successful CCR registration! Your confidential Trading Partner Identification Number (TPIN) has been assigned and will arrive in a separate mailing. The TPIN is a confidential number that is required for subsequent changes and renewal of your registration.

Please review the enclosed Registration for accuracy. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an “Active” status in CCR, as contracts will be awarded and payments made only to registrants that are “Active”.

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on “Update my Registration” or “Renew my Registration” and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the “Submit” button to renew your registration for one year. You must select “Submit” even if no updates were made.

For assistance contact the Procurement Technical Assistance Center (PTAC), <http://www.dla.mil/db>. Information about the PTAC is also available through your Small Business Administration (SBA) office.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

APPENDIX B - Example of a “TPIN Letter”

THE COMPANY

Attn:

60 MAIN STREET

ANDOVER, MA 01810-5498

SUBJECT: Trading Partner Identification Number (TPIN)
Assignment

Your confidential TPIN is: XXXXXXXXXXX

Your registration expires on 05/01/2008.

The TPIN is a confidential number that is required for subsequent changes and renewal of your registration. If at any time you feel your TPIN has been compromised, please contact our CCR Assistance Center toll free at 888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an “Active” status in CCR as contracts will be awarded and payments made only to “Active” registrants.

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on “Update my Registration” or “Renew my Registration” and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, and then select the “Submit” button to renew your registration for one year. You must select “Submit” even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 269-961-7243 or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance contact the Procurement Technical Assistance Center (PTAC), <http://www.dla.mil/db>, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

APPENDIX C - Example of a “30 Day to Expiration Letter”

The COMPANY OF LYNN
925 MAIN ST
GROVELAND, MA 01834-1515

SUBJECT: Your registration in CCR expires on 05/01/2007.
Renewal Notification to D-U-N-S Number: 123456789

This is your second and final notification.

To maintain an “Active” status in CCR and continue receiving payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an “Active” status in CCR as contracts will be awarded and payments made only to “Active” registrants.

Failure to renew your registration will cause all payments to stop immediately.

The preferred method for renewing a registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on “Renew my Registration” and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the “Submit” button to renew your registration for one year. You must select “Submit” even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 269-961-7243 or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance, contact the Procurement Technical Assistance Center (PTAC) <http://www.dla.mil/db>, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

APPENDIX D - Example of an “Expiration Letter”

THE COMPANY
925 MAIN ST
GROVELAND, MA 01834-1515

SUBJECT: Central Contractor Registration (CCR) Expiration
Notice

Renewal Notification to D-U-N-S Number: 123456789

Your registration in CCR expired on 04/09/2007.

To return to an “Active” status in CCR and continue eligibility for future contracts and payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an “Active” status in CCR as contracts will be awarded and payments made only to “Active” registrants.

The preferred method for renewing a registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on “Renew my Registration” and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the “Submit” button to renew your registration for one year. You must select “Submit” even if no updates were made.

If you do not have web access, you may make updates to your Registration and fax it along with your TPIN to 269-961-7243, or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance, contact the Procurement Technical Assistance Center (PTAC), <http://www.dla.mil/db>, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.