

United States Business Registration **SAM Worksheets** (10 pgs.)



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Phone 1 (888) 646-9998
Fax 1 (888) 255-4963

When completed, please email to filings@usbri.us or fax to 1 (888) 255-4963.
Questions? Please call 1 (888) 646-9998 and choose Option 1.
Please consider all fields MANDATORY.

GENERAL INFO

Name of Person Requesting Registration: _____ Title: _____
Direct Phone: _____ Mobile Phone: _____
Email: _____
UEI(if known): _____ CAGE Code(if known): _____
Is this for Grants, Contracts, Awards, or All of the Above: _____
Are you registering a Government entity? Yes No

COMPANY CONTACT INFORMATION

Legal Business Name: _____
DBA: _____ Phone: _____
Fax: _____ Email: _____
Website: _____
EIN: _____ SSN(sole proprietors only): _____

OWNER INFORMATION (SOLE PROPRIETORS ONLY)

Name: _____ Email: _____
Phone: _____ Fax: _____

PHYSICAL ADDRESS

Street: _____ City: _____
State: _____ Zip Code +4: _____

MAILING ADDRESS Check here if same as physical address

Street: _____ City: _____

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State: _____ Zip Code +4: _____

CORE DATA

Business Start Date (mm/dd/yyyy): _____ Fiscal Year Close(mm/dd): _____

Taxpayer Name(if different from legal business name): _____

Taxpayer Address: _____

Does another entity own or control the entity you are registering? ____ Yes ____ No

-If yes, is your Immediate Owner located outside the U.S.? ____ Yes ____ No

-If yes, does your immediate owner already have an NCAGE Code? ____ Yes ____ No

-If yes, please provide Immediate Owner's NCAGE Code: _____

-Does another entity own or control your Immediate Owner? ____ Yes ____ No

-If yes, does your highest-level owner already have an NCAGE Code? ____ Yes ____ No

-If yes, please provide your highest-level owner's NCAGE Code: _____

Are you a successor to a predecessor that held a federal contract or grant in the last three years? ____ Yes ____ No

-If yes, please provide the CAGE Codes for your three most recent predecessors from newest to oldest: 1. _____ 2. _____ 3. _____

TYPE OF ORGANIZATION

Country of Incorporation: _____ State of Incorporation: _____

*****Please check all that currently apply*****

- ____ For Profit ____ Non-profit
- ____ Corporation (Non Tax Exempt) ____ Corporation (Tax Exempt) ____ S Corp
- ____ Sole Proprietorship ____ U.S. Govt Entity ____ Foreign Govt
- ____ Partnership/Limited Liability Partnership ____ Limited Liability Corporation
- ____ International Organization ____ Small Agricultural Co-Op
- ____ Foreign Owned/Located ____ Manufacturer of Goods
- ____ Other: _____

SET ASIDE STATUSES

*****Please check all that currently/may apply*****

- ____ Veteran Owned Business
- ____ Service-Disabled Veteran Owned

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Woman Owned Small Business

Woman Owned Business

Small Business Joint Venture

Economically-Disadvantaged Woman Owned Small Business

Minority Owned 8(a)

Asian-Pacific American

Subcontinent Asian (Asian Indian)

Black American

Hispanic American

Native American

Other

FINANCIAL INFORMATION

Does your company accept credit cards as payment? Yes No

Bank Name: _____ Bank Phone: _____

Routing Number: _____ Account Number: _____

Checking Savings

Remittance Address: _____

-In your business' last fiscal year, did you receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements

Yes No

-Is your business responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? Yes No

Annual receipts: _____ Number of FTE Employees: _____

NAICS CODES

Please provide any known NAICS Codes for your business, listing your primary first:

Please provide any known Product Service codes (PSC/FSC) [if applicable]:

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FEMA

-Do you wish to be included in the Disaster Response Registry? Yes No

-In the case of a disaster, what geographic area can your company serve?

One State: _____ National

Multiple States: _____

-Does your company require bonding to bid on Contracts? Yes No

-If yes, please provide the bonding level type, value must be in whole dollars:

a. Construction Bonding Level, Per Contract (dollars) _____

b. Construction Bonding Level, Aggregate (dollars) _____

c. Service Bonding Level, Per Contract (dollars) _____

d. Service Bonding Level, Aggregate (dollars) _____

FAR RESPONSES (#s correspond with registration questions)

1. Who are the person(s) within your company responsible for determining prices offered in bids/proposals (names and titles): _____

2. Does your company have other plants/facilities at different addresses routinely used to perform on contracts? Yes No

-If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code):

3. Reserved.

4. For products designated by the Environmental Protection Agency and provided by your company, does the percentage of recovered material content meet the applicable EPA guidelines? Yes No

Vendor will provide information with specific offers to the Government.

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5. Is your company a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? (FAR 52.219-2) Yes No

6. Is your company owned or controlled by a common parent that files its Federal Income Tax returns on a consolidated basis? (FAR 52.204-3, FAR 52.212-3)

Yes No

- If yes, please provide legal business name and EIN # of common parent:
-

7. Are any of your company, or its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5, FAR 52.212-3) Yes No

8. In the past 3 years, has your company, or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5, FAR 52.212-3)

Yes No

-In the past 3 years, has your company been notified of any delinquent Federal Taxes in an amount that exceeds \$3,500 for which liability remains unsatisfied? (FAR 52.209-5, FAR 52.212-3) Yes No

9. Is your company, or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8? (FAR 52.209-5, FAR 52.212-3) Yes No

10. Within the past 3 years, has your company been terminated for cause (default)? (FAR 52.209-5, FAR 52.212-3) Yes No

11. Please provide the name and unique entity identifier of each party participating in the HUBZone Joint Venture. (FAR 52.219-1, FAR 52.212-3) None

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Name and UEI: _____

12. Reserved.

13. Reserved.

14. Reserved.

15. Reserved.

16. Reserved.

17. Does your company provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15) _____ Yes _____ No
_____ Vendor will provide information with specific offers to the Government

18. Reserved.

19. Are you a Small Disadvantaged Business? _____ Yes _____ No

Small disadvantaged business concern, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by -

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

20. Reserved.

21. Does your company deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126? (FAR 52.222-18, FAR 52.212-3) _____ Yes _____ No

-If yes, has your company based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. (FAR 52.222-18, FAR 52.212-3) _____ Yes

22. Has your company held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? (FAR 52.222-22, FAR 52.212-3) _____ Yes _____ No

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23. Are any end products delivered to the Government by your company foreign (nondomestic) end products? (FAR 52.212-3, FAR 52.225-2, FAR 52.225-4, FAR 52.225-6, DFARS 252.225-7000, DFARS 252.225-7020, DFARS 252.225-7035)

Yes No

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24. Has your company filed all required Equal Employment Opportunity compliance reports? (FAR 52.222-22, FAR 52.212-3) Yes No

25. Please choose one of the following statements that applies to your company

(FAR 52.222-25, FAR 52.212-3):

My company has developed and has on file affirmative action programs required by Secretary of Labor regulations.

My company does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.

My company has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

26. Does your company provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment?

(FAR 52.212-3, FAR 52.222-48) Yes No

Vendor will provide information with specific offers to the Govt.

-If yes, please answer the following questions: Are the items of equipment serviced by your company commercial items which are used regularly for other than Government purposes, and are sold or traded by UNITED STATES BUSINESS REGISTRATION INC in substantial quantities to the general public in the course of normal business operations? (FAR 52.212-3, FAR 52.222-48) Yes

No

-Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-48)

Yes No

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-Does your company utilize the same compensation (wage and fringe benefits) plan for all service employees performing work under Government contracts as your company uses for equivalent employees servicing the same equipment of commercial customers. (FAR 52.222-48)

Yes No

27. Does your company provide services as described in FAR 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52) Yes No

Vendor will provide information with specific offers to the Govt.

28. Reserved.

29. Is your company an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

Yes No

30. Is your company a subsidiary of an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3) Yes No

31. Reserved.

32. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? (FAR 52.209-11) Yes No

33. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11) Yes No

34. Did your company either receive \$7.5 million or more in Federal contract awards during the prior Federal fiscal year requiring it to represent whether it does or does not publicly disclose greenhouse gas emissions and a quantitative reduction goal, or receive less than \$7.5 million in Federal contract awards during the prior Federal fiscal year but still want to represent whether it does or does not publicly disclose greenhouse gas emissions and a quantitative reduction goal? (FAR 52.223-22) Yes No

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35. Does your company provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? (**FAR 52.204.26, FAR 52.212-3, DFARS 252.204-7016**) ____ Yes ____ No

-Does your company use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services? ____ Yes ____ No

36. Reserved.

37. Does your company wish to bid on, or currently hold any DoD-issued or DoD-funded contracts? ____ Yes ____ No

-Does your company wish to apply for or currently receive funds from a Federal financial assistance project or program? ____ Yes ____ No

ACCOUNTS RECEIVABLE POC

Name: _____ Email: _____

Phone: _____ Title: _____

ELECTRONIC BUSINESS POC

Name: _____ Email: _____

Phone: _____ Title: _____

Address: _____

ALTERNATE ELECTRONIC BUSINESS POC (Optional)

Name: _____ Email: _____

Phone: _____ Title: _____

Address: _____

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GOVERNMENT BUSINESS POC

Name: _____ Email: _____

Phone: _____ Title: _____

Address: _____

ALTERNATE GOVERNMENT BUSINESS POC (Optional)

Name: _____ Email: _____

Phone: _____ Title: _____

Address: _____

We may need to gather additional information in order to complete and submit your SAM Registration. Please provide the best number to reach you at, if different from page one of the worksheet. Phone: _____

United States Business Registration Inc. requires an officer of the company to sign with the submittal of this information.

“I attest that the above written information is true to the best of my knowledge, and therefore legally binding.”

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____

