



Completing the CCR: Step by Step (www.ccr.gov)

Before you get started, be sure to know the following:

- **Data Universal Numbering System (DUNS) Number:** The Data Universal Numbering System (DUNS) 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 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is **free** of charge.
- **Legal Business Name and Doing Business As (DBA)** - 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 used for income tax purposes. If you do not know your TIN, contact the Internal Revenue Service (IRS) at 1-800-829-1040. If you operate as an individual sole proprietorship, you may use your Social Security Number if you do not have a TIN/EIN.
- **Physical Street Address 1:** Your street address, as entered on the CCR registration, **MUST** match the street address for which Dun & Bradstreet has you registered.
- **City, State, Zip: The 9-digit zip code is mandatory.** When entering the nine-digit zip code on the web, enter numbers only; do not include the dash. (Example 123456789 not 12345-6789)
- **Date Business Started:** Enter the date your business was started in its present form.
- **Fiscal Year End Close Date:** Enter the day on which you close your fiscal year. For example, if you use the calendar year, this would be 12/31. When entering the information on the web site, you must enter as mm/dd.
- **Average # of Employees and Annual Revenue** - Be sure to provide accurate information about the number of employees and 3-year average annual receipts for your business, as these values can determine your business size classification. Annual revenue cannot be zero. You must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs or commas.

What CCR needs to know about your business:

Corporate Information: This section contains mandatory fields.

Type of Relationship with the U.S. Federal Government

- **Contracts:** This option is for those who plan to respond to government contracts.
- **Grants:** This option is for those who plan to respond to government grants.
- **Both Contracts and Grants:** This option is for those who plan to respond to both government contracts and grants.

Type of Organization

- You **must choose one of the boxes** to indicate the legal form of your business.
- **Sole Proprietorship** as your status, you must provide the name and phone number of the owner of the business.
- **Corporation** as your status, you must enter the state of incorporation

Business Types

- Check all the descriptions that apply to your business (you must choose at least one). If you are unsure of whether you qualify under a category, contact your local Small Business Administration (SBA) office for the appropriate guidelines. You may visit their web site at www.sba.gov. If you check 8(a) Program Participant, you will be required to complete name and address of certifying party.

Goods/Services: This section contains mandatory fields.

- **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 search on the Internet at <http://www.census.gov/epcd/naics02> or you may utilize the link provided in this section. You must use six-digit NAICS Codes in your registration.

Financial Information: This section contains mandatory fields

All registrants must complete this section except foreign vendors doing business outside the U.S., utility companies, and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Government's preferred payment method and has been legally mandated for all contract payments. Contact your bank or financial institution for the necessary information to complete this section.

Electronics Fund 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 9-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. 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 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 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 in case problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that e-mail addresses requested under the contact entries refer to Internet e-mail, not a local area network e-mail 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, put in the bank name and address here.
- **Accounts Receivable:** Provide contact information for the accounts receivable person at your company. An email address is required. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your government contracts.
- **Credit Card Information:** Does your company accept credit cards for payment? This is a YES or NO question.

Point of Contact: This section contains mandatory fields.

- **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 company to receive the Trading Partner Identification Number (TPIN) via e-mail or U.S. Postal mail. The Registrant and the Alternate Contact are the only people authorized to share information with CCR Assistance Center personnel. An email address is required.
- **Alternate Contact:** Provide name and a phone number for another person at your company, in case questions arise when the primary contact is not available
- **Electronic Business POC:** The EBPOC is the person in the company responsible for authorizing individual company personnel access into 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 EBPOC responsibilities for WAWF.

Should you have any questions on this process, please feel free to contact John Fleming at the U.S. Small Business Administration, Philadelphia Office at (215) 580-2817, or john.fleming@sba.gov