

SAM Registration Checklist

This checklist outlines the required supporting documents and information that you should have available prior to starting the SAM registration process.

- Legal Business Name
 - Good Standing certificate, or
 - Incorporation document, or
 - Merchant registration (Registro de Comerciante) certificate
- Physical Address
 - Utility bill, or
 - Rental agreement, or
 - Driver's License (for sole proprietors or individuals doing business-as only; must be non-expired and have your exact name), or
 - Merchant registration (Registro de Comerciante) certificate, or
 - Incorporation document
- Mailing Address (if different)
- Taxpayer Identification Number (TIN) (EIN, or SSN)
 - EIN name must be identical as it appears in the IRS letter
 - If DBA, the SSN name must be identical to the SSN card
- Bank Information
 - Routing number
 - Account number
 - Bank's telephone number
- North American Industry Classification System (NAICS) Codes
- Business Start Date
 - Articles of Incorporation/Organization/Formation
 - Certificate of Formation/Organization
 - Department of Treasury IRS letter assigning your EIN
- Date on which your company's fiscal year ends

- Example 12/31 (when you file taxes in April)
- Goods and Services
 - North American Industry Classification System (NAICS) codes (<https://www.census.gov/naics>)
 - Product Service Codes (PSCs) (optional) (<https://www.acquisition.gov/content/product-and-service-code-manual>)
- Size Metrics
 - 5-year average annual receipts: All revenue in whatever form received or accrued from whatever source, including the sales of products or services, interest, dividends, rents, royalties, fees, or commissions, reduced by returns and allowances. Generally, receipts are considered “total income” (or in the case of a sole proprietorship “gross income”) plus “cost of goods sold”
 - Number of payroll employees: All individuals employed on a full-time, part-time, or other basis.