

DUNS Number Request Form

The South Dakota Arts Council recently received notification of its continued funding from the National Endowment for the Arts through the State Partnership grant program. One of the requirements for accepting the grant is that we must collect and report DUNS (Data Universal Numbering System) numbers for each of our sub-grantees.

All organizations receiving federal funding are required to have DUNS numbers, so it's likely you have immediate access to that number. If so, please fill it in here and return this document to us along with your other grant award documents:

Organization Name (please print): _____

DUNS Number: _____

Place a check in the preceding box if you are an individual (not an organization), and not required to provide a DUNS Number. [See explanation below.]

[FYI: Only organizations are required to provide a DUNS number. Individuals are exempt from this requirement. This distinction is especially important for artists on the Touring Arts Roster. If you tour as an organization (even if it is an organization of only 1) and file taxes under the name of that organization, you are required to provide a DUNS number. If, however, you receive Touring Arts payments in your own name under your individual Social Security Number, you do NOT need to provide a DUNS number.]

If you do not have a DUNS number or do not know what it is, please follow the instructions on the next page to find it and report it to us. Once you have obtained a DUNS number, please report it to the SD Arts Council using this form.

We need this information on file before any of your grant funds can be disbursed. Please return this information right away, so you are able to receive funds when you need them.

We thank you for your attention to this matter. Complete and accurate reporting on behalf of our grantees and partners is a top priority for the South Dakota Arts Council, and your help is appreciated.

Authorizing Official (please print)

Signature

Date

If your organization is not registered for a **DUNS number**, please follow the **instructions** below to register for one and return the number to us. *This process will take just a few minutes.* You may want to identify with your group - in advance - what email address, phone number, password, etc. will be used in creating the account so others can log in to it later. If you have questions, call us for help.

1. Go to the website: <http://fedgov.dnb.com/webform>
2. Click on the link, highlighted, which will take you to this address:
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
3. Select your country
4. Read about iUpdate and then click "Continue to iUpdate".
5. Click "start now," at the bottom of the center box with the heading, "Find DUNS or Request new DUNS."
6. Type in your organization's legal name and see if there's already a match.
If there is a match: Select the company by clicking in the box to the left of the name and clicking on continue.
7. Update the profile and contact information.

You will be asked several questions dealing with your personal history. This is so the system can be sure you are someone who is actually affiliated with the company you're attempting to log in for.

8. Answer the questions and click continue at the end of each page until your update is complete and the site shows your number.

If there isn't a match:

- 6 b. Create one by filling in the fields of each form and clicking "continue" at the end of each page, until you've been notified that you're registered for a DUNS.

You will be asked several questions dealing with your personal history. This is so the system can be sure you are someone who is actually affiliated with the company you're attempting to register.

- 7 b. Answer the questions and click continue at the end of each page until your update is complete and the site shows your number.

- 8 b. Click "continue" when prompted and log in to the iUpdate portion of the site using the email and password you just registered with the site to see your DUNS number.