

# REQUIRED BUSINESS REGISTRATIONS

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- Required Business Registrations
- SAM.gov Registration
- Montana Secretary of State Business Registration



# REQUIRED BUSINESS REGISTRATIONS

## 2 C.F.R. 200.214 Suspension and Debarment

- Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180
- 2 CFE part 180: restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities

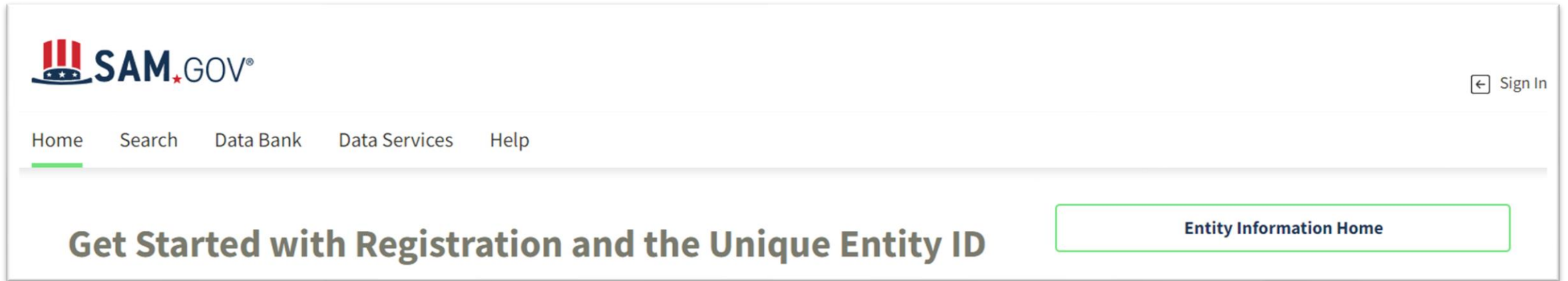
## Secretary of State Business Registration

- Any business intending to transact business in Montana must register with the Secretary of State
- Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with the laws of the State of Montana
- Out of state business must obtain a certificate of authority from the Secretary of State to demonstrate they are in good standing in Montana



# SAM.GOV REGISTRATION

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The screenshot shows the SAM.GOV website header. On the left is the SAM.GOV logo, which includes a stylized American flag icon. To the right of the logo is a "Sign In" button with a left-pointing arrow icon. Below the logo and sign-in button is a navigation menu with the following items: "Home" (underlined with a green bar), "Search", "Data Bank", "Data Services", and "Help". Below the navigation menu is a large banner area. On the left side of the banner is the text "Get Started with Registration and the Unique Entity ID". On the right side of the banner is a button with a green border labeled "Entity Information Home".

## [Click here](#) to register on SAM.gov

- You must register for a SAM.gov account. As part of your registration, you will obtain a 12-digit Unique Entity Identifier (UEI). Keep track of this number.
- **Note:** This step can take some time - plan ahead. The website says it takes 10 business days, but it can take up to several weeks. Start early!



# SAM.GOV REGISTRATION

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## Already Registered?

If you are already registered with SAM.gov, confirm your registration status is Active. Revisit the registration annually to maintain good standing.

## Excluded, Suspended or Debarred Status

If your organization status is noted as excluded (also referred to as suspensions or debarments), contact the Department immediately. Per 2 CFR 180, your organization may be excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits.

## SAM.gov Registration

The following information will be needed for registration:

- Federal EIN (i.e., TIN, Tax Identification Number)
- Review tax documents from the IRS (specifically the Form 1099) to find exact taxpayer name
- Unique Entity Identifier (UEI) number (assigned during registration process, if needed)
- Legal business name
- Business Address
- Bank routing number, account number, and account type are needed to set up the electronic funds transfer



# SAM.GOV REGISTRATION

## Unique Entity Identifier

Select your purpose for registration as, “Financial Assistance Awards,” and indicate if you are registering a Government Entity.

Validate your Entity by entering the following information:

- Legal Business Name
- Physical Address (no P.O. boxes or virtual offices)
- Date of Incorporation
- State of Incorporation (U.S. entities only)

Your organization name and address will be validated by SAM.gov. If SAM.gov cannot automatically validate your organization, the system may request you provide an official document, such as Certified Articles of Incorporation.

You will also select whether you want your organization to be visible in public search results. For Pre-Qualification, your SAM.gov account must be set to public until after you are registered in the GATA Grantee Portal.

The screenshot displays a four-step registration process: 1. Get Started, 2. Validate Entity (current step), 3. Get Unique Entity ID, and 4. Register Entity. The 'Validate Entity' section is titled 'Enter Entity Information' and includes instructions: 'All the following information will be used to validate your entity, unless marked as optional.' It contains two input fields: 'Legal Business Name' with a note that it's the name registered with the state filing office, and 'Doing Business As (Optional)' with a note that it's for franchises or acronyms. Below these is a 'Physical Address' label and another input field.

Register for Financial Assistance Awards Only

- To apply for grants and loans as described by [2 CFR 200](#).
- Includes getting a Unique Entity ID and entity registration.



If your account is set to private, the system will not be able to sync your accounts.



# SAM.GOV REGISTRATION

## Core Data

After receiving a UEI, you will need to enter the following “Core Data” to finish your SAM.gov registration:

## Business Information

- Organization start date
- Date on which your company’s fiscal year ends
- (Optional) Organization’s division name and number
- (Optional) Organization’s website URL
- Marketing Partner Identification Number (MPIN) (created at registration)
- Physical and mailing address
- Taxpayer Identification Number (TIN) (U.S. entities only)

## IRS Consent

- IRS Consent Form (taxpayer name and address)
- CAGE Code (U.S. entities only) (If you do not have a CAGE code, select “No”)

The screenshot displays the SAM.gov registration progress bar with four steps: 1. Get Started (active), 2. Get Unique Entity ID, 3. Continue Registration, and 4. Done. The main content area shows the registration details:

**You will be registering the following:**

- Entity Type: Business or Organization** (with a storefront icon)
- Purpose of Registration: Financial Assistance Awards** (with a money bag icon)

A business or organization is any entity that does not qualify as a government entity (state, local, tribal, or foreign).

Apply for grants and loans, as described by 2 CFR 200.

[What do I need for registration? Download our guide.](#)



# SAM.GOV REGISTRATION

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## Core Data - General Information

- Country of Incorporation
- State of Incorporation (U.S. entities only)
- (Optional) Company Security Clearance
- (Optional) Highest Employee Security Clearance Level
- (If applicable) Institution Type (e.g., foundation, hospital, educational)
- (If applicable) Disadvantaged Business Enterprise (must be certified by a federal agency)
- (If applicable) Native American Organization Type
- Organization Factors (e.g., S corporation, LLC, foreign-owned)
- Organization Structure (e.g., Corporate organization-Not Tax Exempt, Corporate organization-Tax Exempt, Sole Proprietorship)
- Profit Structure (e.g., for-profit, non-profit)
- Socio-economic Categories (e.g., veteran-owned, minority-owned)



# **SAM.GOV REGISTRATION**

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## **Core Data - Financial Information**

- **Accept credit cards as a method of payment (yes or no)**
- **Electronic Funds Transfer (optional for non-U.S. entities)**
- **Account type**
- **Routing number**
- **Account number**
- **Automated Clearing House**
- **U.S. phone number**
- **Remittance Name and Address**





# SAM.GOV REGISTRATION

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## Core Data - Executive Compensation Questions

Answer yes if in the last fiscal year:

- 80% or more of your organization's revenue come from federal sources (contracts, grants, loans, etc.)
- Your total revenue from federal sources exceeded \$25 million
- Does the public have access to information about the compensation of the senior executives in your business or organization? (yes or no)

If yes to the first two questions and no to the third question, then provide names, titles, and total compensation values of your top five executive compensated employees.

## Core Data - Proceedings Questions

If you answer “yes” to each of the below three questions, see page 14 of the SAM.gov Organization Registration Checklist for additional required questions:

- Is your organization responding to a federal procurement opportunity that contains the provision within [FAR 52.209-7](#)?
- Is your organization subject to the clause within [FAR 52.209-9](#) in any current federal contracts?
- Is your organization applying for a federal grant opportunity that contains the award term and condition described in [C.F.R. 200 Appendix XII](#)?



# SAM.GOV REGISTRATION

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Once you have entered the core data, you will have to answer the following:

## **Representations and Certifications include the following information:**

- **Does your organization wish to apply for federal financial assistance project or program or is your organization currently a recipient of funding under a federal financial assistance project or program? (yes or no)**
  - If yes, the financial assistance representations and certifications will display. You must read and certify your organization attests to the accuracy of the representations and certifications listed. See the [SAM.gov organization Registration Checklist, Appendix I \(page 16 of 18\)](#) to review the financial assistance representations and certifications.

## **Entry of Points of Contact (POCs):**

Enter the first and last name, email, phone number, and address (if applicable) for the below Mandatory POCs:

- **Accounts Receivable POC**
- **Electronic Business POC**
- **Government Business POC**

Note: For POCs, the same person can be listed in multiple roles.



# MT SECRETARY OF STATE REGISTRATION

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## To Register a Business with the Secretary of State's Office

1. Visit the online filing portal at <https://biz.sosmt.gov/>.
2. Sign into the site with username and password. (If new user, simply click the login button to create a new account.)
3. Once signed in, go to the Forms section in the left side menu.
4. Choose the applicable form.
  - Use Domestic forms if business is meant to be a Montana business.
  - Use Foreign forms if business was already formed in another state/country and wants to conduct business in Montana.
5. Fill in the form with all required fields, as designated by red asterisks. Please note scroll down each page of the form to make sure everything required has been completed. If there is a page with missing information, it will be highlighted in red with an “x” on the summary page. Click on the page with the missing information to edit.
6. Submit the form to the Secretary of State's Office for processing with its required fee (payable by credit/debit card or by e-check).
7. It will be reviewed, and once approved, an email notification will be sent with instructions to retrieve approved documents from the portal.

