

System for Award Management (SAM) Entity Administrator Letter Process for International Entities

3 Apr 2018

Entities are required to provide a letter identifying the authorized Entity Administrator before their registration will be activated. This requirement went into effect on March 22, 2018 for new entities registering in SAM. This requirement will be effective April 27, 2018, for existing entity registrations being updated or renewed.

Following is an overview of the approved approach for international entities to use when providing the letter designating their Entity Administrator.

International Entity	Letter Designating Entity Administrator Required	Must Be Notarized	Can Be Scanned and Submitted	Can Be Conditionally Activated Using Scanned Copy	Original Letter Must Be Received w/in 45 Days
1. New, without U.S. Banking Information+	YES	NO	YES	YES	YES
2. New, with U.S. Banking Information+	YES	YES	YES	YES	YES
3. Renewing, without U.S. Banking Information+	YES	NO	YES	YES	YES
4. Renewing, with U.S. Banking Information+	YES	YES	YES	YES	YES

+International entities registering in SAM are not required to enter banking information for Electronic Funds Transfer (EFT). Those fields are optional. An international entity may enter banking information for EFT if they use a U.S. financial institution.

1. New, International Registrants without Banking Information for EFT (Currently In Effect) – Those international registrants who are not entering bank account information for a U.S. financial institution to enable Electronic Funds Transfer (EFT) must provide a letter designating their Entity Administrator before their registration will be activated. It does not need to be notarized. It can be scanned and submitted to the Federal Service Desk. Once approved, the registration will be conditionally activated based on the scanned copy. The entity must then mail the original, signed letter to the Federal Service Desk. If the letter is not received within 45 days, the registration will expire.

2. New, International Registrants with Banking Information for EFT (Currently In Effect) – Those international registrants who are entering bank account information for a U.S. financial institution to enable Electronic Funds Transfer (EFT) must provide a letter designating their Entity Administrator before their registration will be activated. It must be notarized. It can be scanned and submitted to the Federal Service Desk. Once approved, the registration will be conditionally activated based on the scanned copy. The entity must then mail the original, signed letter to the Federal Service Desk. If the letter is not received within 45 days, the registration will expire.

3. Renewal/Updates for International Registrants without Banking Information for EFT (Effective April 27, 2018) – Those international registrants who are not entering bank account information for a U.S.

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4. Renewal/Updates for International Registrants with Banking Information for EFT (Effective April 27, 2018)– Those international registrants who are entering bank account information for a U.S. financial institution to enable Electronic Funds Transfer (EFT) must provide a letter designating their Entity Administrator before their registration will be activated. It must be notarized. It can be scanned and submitted to the Federal Service Desk. Once approved, the registration will be conditionally activated based on the scanned copy. The entity must then mail the original, signed letter to the Federal Service Desk. If the letter is not received within 45 days, the registration will expire.