



United States
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Agriculture

Marketing and
Regulatory
Programs

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Marketing
Service

Washington, DC
20250

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Notice to the Trade

Financial Institution Requirement to Register in the CCR **Notice of Assignment (CCC-251 and CCC-252) and ACH Vendor/Miscellaneous Payment Enrollment Form (SF-3881)**

We have received several telephone calls from financial institutions regarding their registration in the Central Contractor Registration (CCR) system. This notice provides additional information to assist your financial institution with their registration.

To reiterate the Notice to the Trade dated October 26, 2006, registration in the CCR by your financial institution is required by the Federal Acquisition Regulations (FAR) at FAR 52.232-33(g). The referenced FAR citation can be found at:
http://acquisition.gov/far/current/html/52_232.html.

In order to facilitate the registration of your financial institution, please refer to documents produced by the CCR, (1) the *CCR Handbook* and, (2) the *CCR Screens Handbook*. These handbooks can be found at <http://www.ccr.gov/handbook.asp>, and provide detailed instructions your financial institutions may find helpful as they advance through the registration process.

D-U-N-S +4

The primary concern of financial institutions that have contacted our office has been the requirement to enter an account number into the CCR. Financial institutions have many clients, so it is not reasonable to enter just one account number, for one vendor, under one D-U-N-S.

Therefore, the CCR has a mechanism to register several different client accounts under a master CCR registration and D-U-N-S number. The CCR uses a four-digit suffix to the DUNS number, referred to as the "D-U-N-S +4" number. After the original registration by the financial institution has been completed, the institution can then 'update' their CCR information and include the specific account number for their client, referenced with a D-U-N-S +4 number. The D-U-N-S +4 number is assigned by the financial institution during the CCR 'update' process. Furthermore, the financial institution may add as many as 9,999 separate accounts in the CCR for their clients that do business with the Federal government. There is an explanation of the D-U-N-S +4 number on page 6 of the *CCR Handbook*. The *CCR Screens Handbook* also provides additional information on the D-U-N-S +4 number on page 23.



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Provided below is an example of a bank registered in the CCR along with their client registered with a D-U-N-S +4 number. (Note, the D-U-N-S and D-U-N-S +4 are fictitious.) As you can see, the second registration uses the same D-U-N-S number, but adds the D-U-N-S +4 to distinguish this account from the other account holders of the bank.

CCR Search - Results - Microsoft Internet Explorer provided by USDA - AMS

Address: http://www.bpn.gov/ccr/scr/results.asp

CCR Central Contractor Registration

Search Results

2 Companies Found for Company Name BANK OF AMERICA, City CHICAGO

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INF	DUNS	CAGE	Legal Business Name	CITY	ST	COUNTRY
Det	12345678	LYG9	BANK OF AMERICA NA	CHICAGO	IL	USA
Det	123456781234	MMN2	BANK OF AMERICA NA	CHICAGO	IL	USA

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The Search function is designed for single inquiries only. For information about products and services for mass inquiries or tailored extracts, access this site: [TDP Extracts](#) (excessive usage is monitored).

Note to all users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Action Still Required

In the past month, certain financial institutions have rejected payments made to them because the funds were sent to an incorrect bank account. The funds were sent to the account number established on the original bank registration in the CCR, typically an administrative account for the bank, which is clearly not the account number of the vendor. In order to ensure timely payment, we ask that you contact your financial institution and request they 'update' their CCR registration and obtain a D-U-N-S +4 number. After establishing the D-U-N-S +4 number, please contact

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our office immediately with the information so funds are sent to the correct account.

Please be reminded that Notices of Assignment (CCC-251 and CCC-252) sent to our office will be held until we receive the D-U-N-S number for the financial institution. If the financial institution has more than one client receiving Federal funds, we highly recommend they register each client with a D-U-N-S +4 number.

Please provide this Notice to your financial institutions as soon as possible. We appreciate your cooperation during this critical phase. If you have any questions or concerns, please contact Ron Ulibarri (202-720-9191, Ronald.Ulibarri@usda.gov) or Rechell Crumpe (202-720-8910, Rechell.Crumpe@usda.gov).

Sincerely,



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