



Unified Financial Management System (UFMS) Vendor Request Form

This form must be electronically filled out, no handwritten forms will be accepted

Request Type: Date of Request: Purpose of Request:

If the vendor is required to register in SAM.gov, please have them do so before completing this form. SAM.gov Registration exceptions can be found in FAR 4.1102. The assumption is that the SAM.gov information is valid. If the information currently listed at SAM.gov or in the UFMS is incorrect, then the vendor should be contacted to update their SAM.gov information.

Is Vendor Required to Register in SAM?

If No, What's the FAR Exemption?

USDOJ Component Information

Requesting Component:	<input type="text" value="U.S. Marshals Service"/>	Component Contact:	<input type="text" value="AFD.ACHForms@usdoj.gov"/>
Office Phone Number:	<input type="text" value="(703) 740-9326"/>	Vendor Type:	<input type="text" value="State and Local (SLG)"/>
UFMS Security Org:	<input type="text" value="USMS"/>	Prompt Pay Type:	<input type="text" value="Non-PromptPayAct (NONPPA)"/>
Payment Type:	<input type="text" value="CCD"/>		

Employee/Vendor/Payee Information

Vendor Name:	<input type="text"/>		
DUNS Number +4:	<input type="text"/>	Cage Code:	<input type="text"/>
NCIC Code:	<input type="text"/>		

PRIVACY ACT STATEMENT: The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

Save and submit the completed form via e-mail to the U.S. Marshals Service at AFD.ACHForms@usdoj.gov.
If necessary, please refer to the instructions on the second page to complete the form.

UFMS Vendor Request Form Instructions

Asset Forfeiture - DOJ Equitable Sharing Payments

Note: The Office of Management and Budget announced revisions to several sections in its guidance for federal Grants and Agreements on August 13, 2020. To receive Department of Justice (DOJ) equitable sharing payments, a recipient State, Local or Tribal Law Enforcement Agency must register and maintain current information in the System for Award Management (SAM). This requirement is effective as of December 1, 2021. As a reminder, DOJ equitable sharing payments must be processed electronically via Automated Clearing House (ACH).

Request Type:

Date of Request: Enter the **date** of the request.

Employee/Vendor/Payee Information

Vendor Name: Enter the **name** of the Agency participating in the DOJ Equitable Sharing Program.

DUNS Number +4: Enter the **Duns & Bradstreet** nine-digit unique identification code followed by the four-digit DUNS +4 code for the designated bank account established to receive DOJ equitable sharing payments. Please separate these codes with a dash (e.g., 123456789-1234).

Cage Code: Enter the **Commercial and Government Entity (CAGE)** five-character ID number assigned in Sam.gov (e.g., 123A5).

NCIC Code: Enter the **National Crime Information Center (NCIC/ORI)** nine-character code. This code begins with the two (2) letter acronym of your State, followed by seven (7) numbers/letters (e.g., TX1234567).

Save and submit the completed form via e-mail to the U.S. Marshals Service at AFD.ACHForms@usdoj.gov. The sending e-mail address will receive a courtesy e-mail when your information is available in the U.S. Marshals Service's financial system.