

Subchapter 3004.11 System for Award Management (SAM)**3004.1102 Policy.**

If an acquisition meets one of the exceptions at FAR 4.1102, the contracting officer should obtain the Tax Identification Number (TIN) from the contractor by oral or written request for submission to the finance or payment office.

3004.1103 Procedures.

(e) Contracting officers shall ensure each contract document transmitted to the payment office includes the unique entity identifier, and if applicable, the electronic funds transfer (EFT) identifier within the award document in accordance with FAR 52.204-7(b)(2). Also see HSAM 3004.605(b) regarding use of generic entity identifiers numbers for specialized reporting to FPDS.