
Subject: ALERT: Bank Account Change Detected for [Legal Business Name / DUNS / CAGE] in the U.S. Government's System for Award Management (SAM)

Recipient: Email from spreadsheet

Body:

This email was sent by an automated administrator. Please do not reply to this message.

ACTION REQUIRED WITHIN 30 DAYS -- During a recent system audit, we identified a change to the bank account information associated with your entity registration in the System for Award Management (SAM) made within the past year. Please log into SAM and confirm this change. Incorrect bank information in SAM could result in misdirected payments for Federal awards.

As a precaution, you must review your entity registration thoroughly and update any information which is outdated or incorrect by following these steps:

1. Log into www.sam.gov.
2. Go to Existing Entity Registrations.
3. Select your Entity's name under the Entity List.
4. Select Update Entity under Registration Details for Complete Record.
5. Enter the Purpose of Registration information, then proceed by selecting Continue.
6. Review your registration by updating information as needed, then selecting Save and Continue on each page.
7. Pay special attention to the information on the Financial Information page and Points of Contact page:
 - On the Financial Information page, ensure that the banking information is correct. Once you confirm that the information is correct, select Save and Continue to proceed.
 - On the Points of Contact (POC) page, ensure that the POCs have the correct phone numbers and email addresses. When correct, select Save and Continue to proceed.
8. The last page will require you to review everything again. If the information is correct, select Submit.

Within thirty (30) calendar days, you must provide a notarized letter attesting to two things:

1. Identify the authorized Entity Administrator for [Legal Business Name / DUNS / CAGE] in accordance with the instructions at: [\[insert link to FSD FAQ\]](#)
2. Confirm that the information on your current entity registration Financial Information page is correct.

Mail the original letter signed by the notary to:

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
100 CAPITOL COMMERCE BLVD STE 309
MONTGOMERY AL 36117-4260

The letter must be postmarked within thirty (30) calendar days of this email. If you do not send the original, signed notarized letter within that time, we will expire your registration. An expired registration can cause issues with payment for Federal awards.

If your entity registration did contain incorrect bank account or contact information, immediately notify the Federal Service Desk to advise them of the activity.

You can reach our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally) Monday through Friday from 8 a.m. to 8 p.m. (EDT), if you have questions about this process and for FREE assistance with your entity registration.

Thank you,
The System for Award Management (SAM) Administrator
<https://www.sam.gov>