



Instructions for Amherst County businesses requesting a DUNS number for the Back in Business Grant

All businesses receiving federally-funded assistance must provide a DUNS number for reporting purposes. The following process can be used in order to acquire the number:

Go to www.dnb.com/govtduns. Once the link is open, click on “Federal Government Contractors or Grantees DUNS Number Support” at the bottom. Apply for new DUNS number. While it can take up to five (5) business days, requestors unusually receive the DUNS numbers within two (2) days via email.

You will need **at least two (2) documents from the following list** in order to apply for the DUNS number (these will be uploaded during the application process).w

Examples of Accepted Documents:

- Proof of Insurance
- Utility Bill
- Mortgage
- Lease Agreement
- Phone or Internet Bill
- Renters Insurance
- Invoice from a Third Party
- State Tax Permit
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA/Assumed Name Certificate Filing
- Secretary of State Articles of Incorporation
- Secretary of State receipt for Filing

Important Notes:

- Documents must match the Correct Legal Business Name at the Current Physical Location
- **Do Not Include** personal information such as Driver’s License, Passport, Social Security, Banking Statements, Etc. (See examples of accepted documents below)
- For Sole Proprietorship companies, ensure the documentation contains **Your Full Legal Name** and **Current Physical Address**