As you move forward in your planning year

We need to get to know you…

We need to know:

- How to designate you for IRS submissions.
- Where you are located.
- Where you want your money sent.

How to designate you for IRS submissions.

Necessary Identifying Provisions

Vendor Number	Submission:
• This provides USOE the basic varieties of data that will be used to identify you to the IRS, as a recipient of USOE funds distributed wither through Revolving Loans, Grants or (eventually) ordinary MSP funding.	This will be submitted to USOE School Finance and Statistics Accountant: Von Hortin Von.Hortin@schools.utah.gov FAX (801) 528-7729 TEL (801) 538-7661

Where you are located.

Federal Authorities require USOE to collect *locational identifying information*

The Office of Management and Budget (OMB) requires all LEAs receiving federal grant money to register with **Dunn & Bradstreet** to receive a "**DUNS Number**." Lack of compliance may result in the loss of federal funds to the state and consequently to LEAs (meaning you, the charter school operator).

Federal Authorities also require USOE to collect Identifying Information from Schools

DUNS NUMBER

You must thus obtain a DUNS Number, which is a "Dunn (& Bradstreet) Universal Numbering System" locational identifier for your place of business.

A DUNS Number uniquely identifies the location you occupy. This location may already be registered, but you must register as occupying this space.

REGISTERING:

DUNS Number registration is available at:

http://www.grants.gov/applicants/request_duns_number.jsp

You must wait 24-48 Hours before you can begin using your DUNS Number.

Central Contractor Registration

CCR

CCR is the federally run Central Contractor Registration database that collects, validates, and disseminates information about organizations that do business with the federal government via contracts and grants. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds.

REGISTERING

CCR registrations must be renewed at least every 12 months to remain valid. CCR registration is available at:

www.ccr.gov

Ongoing “Maintenance” of DUNS/CCR Registration

DUNS and CCR registration must be updated annually.

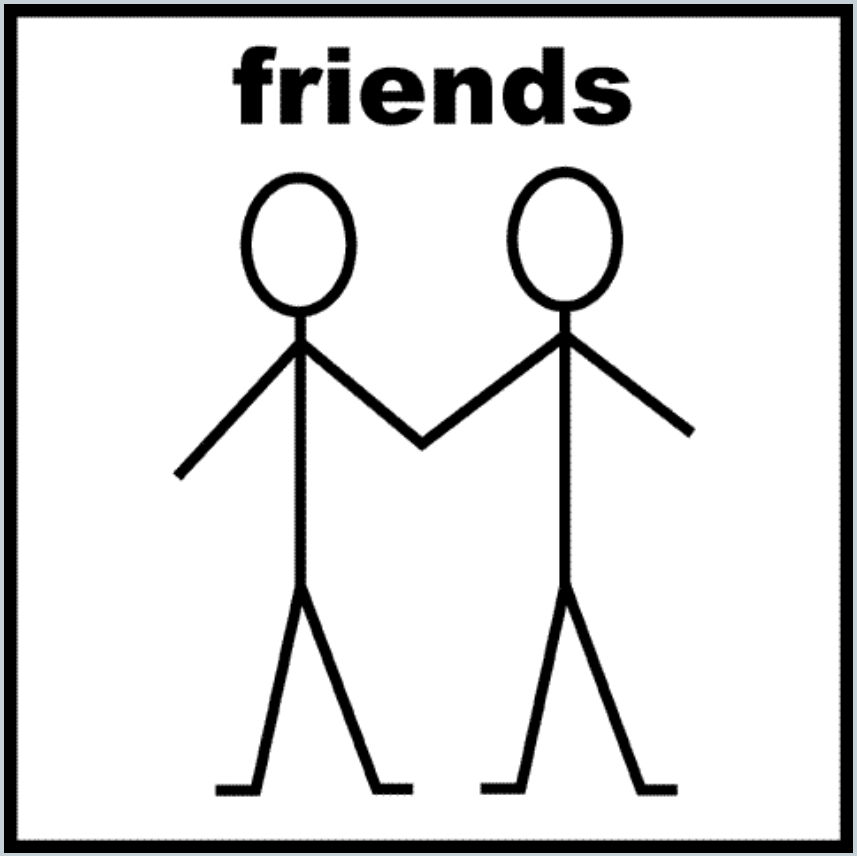
The governor’s office notifies USOE periodically of problems with DUNS and CCR registration. In this case, USOE staff may contact you for assistance in solving problems with your registration.

DUNS and CCR: companion identifiers

Registrants for a CCR will have to provide the following information:

- DUNS Number
- Tax Identification Number (TIN) and Taxpayer Name
- Statistical information about the business
- Electronic Funds Transfer (EFT) information

Failure to register your DUNS Number in the CCR system within 30 days may cause D&B to deactivate your DUNS number.



For questions about the CCR registration process, please contact the CCR help desk at 888-227-2423.

SEND IT IN, and LET IT BE SEEN

Your must elect to display your CCR registration to public searches in the “CCR/FedReg Public Search.”

You must send USOE your CCR CAGE number (the confirmation number for CCR registration). This can be found in the registration confirmation e-mail, or by logging-in to CCR and viewing your entity’s information.

USOE staff members do the “leg work” of getting your information to appropriate parties.

Both DUNS and CCR Cage numbers may be sent to:

Cory.Kanth@schools.utah.gov

Where you want your money sent.

You will need to designate a bank account of record

Bank Account Designation

Upon award of a charter, or with any change in banking information, USOE must be notified of banking information through the submission of an "**Electronic Funds Transfer Authorization Form.**"

Account and Routing Information

The appropriate form is available from multiple USOE staff members, but you may contact Financial Analyst Cory Kanth for a copy or to register changes in banking information.

Cory.Kanth@schools.utha.gov

Compliance with the Utah State Money Management Act

List of Qualified Depositories

Charter Schools established under U.C.A. 53a-4-205 (Utah Non-Profit Corporation Act) are subject to the **Utah Money Management Act**. This limits the depository institutions that an entity receiving public funds may utilize for depositing funds. It also limits type of investment and other financial instruments that the entity may utilize for investing its funds. The Office of the State Treasure publishes a list of **Qualified Depository Institutions attached here**. This is available on a continuous basis at:

http://www.treasurer.utah.gov/moneymanagement.html

Organizational Responsibility

Business managers, board presidents and treasurers are jointly considered to be responsible for making sure that the Depository Institution you utilize complies with the conditions of the Money Management Act.

Report of Deposits and Investments

The Money Management Council requires bi-yearly submission of a list of all checking accounts, PTIF Accounts, and Investments. The required form is available at:

http://www.treasurer.utah.gov/MMCD&I.pdf

This will be prepared and returned to:

Utah Money Management Council
P.O. Box 142315
Salt Lake City, UT 84114-2315

Certification

The board of trustees or governing body shall review the portfolio at least quarterly, and

shall receive the certification through such submission of information

that the portfolio complies with the Money Management Act, Rules of the Money Management Council and the *prudent person rule* in section 51-7-14 of the Act.

ACH Form for State Charter Revolving Loan Fund Recipients

All recipients of new State Charter School Revolving Loan Fund loan are *required* to submit an **ACH Authorization**. A **"Direct Payment (ACH Debit) Authorization Form."** This is available from USOE Charter Schools Section staff. It enables Revolving loan repayment to occur automatically, through the "automatic clearinghouse" facility, which is conducted in conjunction with the Office of the State Treasurer beyond the point that you receive per pupil funding. The ACH facility is hoped to alleviate any risk of financial penalty being the result of late payments.

Questions may be directed to:

Cory.Kanth@schools.utah.gov

Reminder:

IN GENERAL:

- Please keep USOE staff informed of changes in contact information.
- Please keep USOE staff informed of changing in banking or other identifying information.

We often find it necessary to get in touch and to “liaison” with you in various matters

– please make this easy and seamless.

GOOD LUCK!

We are here for help with any questions.

Cory Kanth
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Tel. (801) 538-7703
Cell (801) 783-5193
FAX (801) 538-7750

Cory.Kanth@schools.utah.gov