

INSTRUCTIONS FOR FUNDING SETUP

November 2012

Authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) use functionality within the U.S. Department of Education's (the Department's) Common Origination and Disbursement (COD) System to process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. After loan records have been originated and submitted to the Department via the COD Web site's Direct Loan Origination Tool functionality, a foreign school draws loan funds via G5. G5 is the Department's system through which authorized recipients complete payment-related activities.

In this document, we provide instructions for the funding setup actions each foreign school must complete. After reviewing these instructions and completing the necessary steps and form, the foreign school must send the required form to the Department at the address provided.

The information is presented in the following order:

- Necessary Steps
- Funding Setup Overview
- [SF 1199A Direct Deposit Sign-Up Form](#) and Cover Letter
- Contact Information

Necessary Steps (Detailed information follows on subsequent pages.)

- 1) Read the instructions and information in this document.
- 2) Obtain or confirm Grantee and Payee DUNS Numbers for your school.
- 3) Obtain or confirm NCAGE Codes for your school.
- 4) Register or confirm registration of your school's DUNS Numbers and NCAGE Codes with the SAM Database.
- 5) Complete the [SF 1199A Direct Deposit Sign-Up Form](#) and prepare a cover letter to accompany your school's form.
- 6) Submit your school's cover letter and SF 1199A Direct Deposit Sign-Up Form by express courier to the Department at the following address:

U.S. Department of Education
Financial Management Operations
Attn: Stephanie Barnes – Room 6087
550 12th Street, SW
Washington, DC 20202-4328

Note: If your school is required to provide a local phone number to send the package, it may use 202/245-8006.

- 7) Register for G5 Web site user access. Instructions for completing the registration process can be found on the G5 Web site, www.g5.gov.

Funding Setup Overview

Each foreign school will need to obtain or confirm funding-related identification numbers and register those numbers before it can complete and submit the necessary SF 1199A Direct Deposit Sign-Up Form

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and obtain access to G5, the system through which funds will be drawn down and managed. In addition to ensuring that it has all necessary identification numbers before requesting G5 access, the foreign school must consider and determine how it will provide for the separation of duties. More specifically, individuals who will be responsible for awarding and reporting Direct Loans should have view-only access to G5. Different individuals will need to be responsible for managing the funding aspects of the foreign school's Direct Loans and will have full access to G5.

Your school must complete the funding setup actions outlined and explained below in preparation for completing its SF 1199A Direct Deposit Sign-Up Form.

- ***Obtain or confirm Grantee and Payee DUNS Numbers for your school.***

Your school must have Grantee and Payee Data Universal Numbering System (DUNS) Numbers. These numbers are issued by Dun & Bradstreet (D&B) via an online request process. The request process is generally completed within one business day.

- ***Grantee DUNS Number*** – This is the DUNS Number of the school or school location that is being attended by the student receiving a Direct Loan. The Grantee is a single entity such as a college or not-for-profit organization. The DUNS Number can be found on the school's Eligibility and Certification Report.
- ***Payee DUNS Number*** – This is the DUNS Number used to process payments. It is linked to a bank account or accounts and is the DUNS Number your school will register with when requesting access to process payments/refunds/adjustments via G5. In other words, this number applies to the recipient (organization or individuals) of Department funds who will be responsible for accounting for the funds. The Payee may be a single entity, such as a college, or a central finance office that requests funds and prepares financial reports for several organizations within its system (in the latter case, the Payee would have a relationship with more than one Grantee).

In most cases, the Grantee and Payee DUNS Numbers for your school will be the same. The only time they would differ is if your school has another entity (with a separate and unique DUNS Number) manage your payment/refund/adjustment requests.

To complete the D&B online process for requesting a DUNS Number, go to:

<http://fedgov.dnb.com/webform>

If you require assistance in obtaining a DUNS Number, contact D&B at ccrhelp@dnb.com.

- ***Obtain or confirm NCAGE Codes for your school.***

Your school must have NATO Commercial and Government Entity (NCAGE) Codes. If your school does not already have NCAGE Codes, you may be able to complete and submit an online form. If you cannot submit the online form, you can obtain NCAGE Codes by contacting your country's National Codification Bureau.

- ***Grantee NCAGE Code*** – This is the NCAGE Code of the school or school location that is being attended by the student receiving a Direct Loan. The Grantee is a single entity such as a college or not-for-profit organization.
- ***Payee NCAGE Code*** – This is the NCAGE Code used to process payments. It is linked

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to a bank account or accounts and is the NCAGE Code your school will register with when requesting access to process payments/refunds/adjustments via G5. In other words, this code applies to the recipient (organization or individuals) of Department funds who will be responsible for accounting for the funds. The Payee may be a single entity, such as a college, or a central finance office that requests funds and prepares financial reports for several organizations within its system (in the latter case, the Payee would have a relationship with more than one Grantee).

In most cases, the Grantee and Payee NCAGE Codes for your school will be the same. The only time they would differ is if your school has another entity (with a separate and unique NCAGE Code) manage your payment/refund/adjustment requests.

To complete and submit the online NCAGE Code form, go to:

http://www.dlis.dla.mil/Forms/Form_AC135.asp

You will find detailed information about who may use the online form and, if unable to do so, where to obtain National Codification Bureau addresses.

- ***Register or confirm registration of your school's DUNS Numbers and NCAGE Codes with the SAM Database.***

Once your school has its Grantee and Payee DUNS Numbers and NCAGE Codes, it must register these numbers in the System for Award Management (SAM) Database. The registration process is generally completed within three to five business day.

Note: As a foreign school, you will **not** need a Taxpayer Identification Number (TIN) or Electronic Funds Transfer (EFT) information that you will read about on the SAM Web site.

To complete the online SAM Database registration process, go to:

<https://www.sam.gov>

Once registered, your school will need to renew its registration once every 12 months to keep it active. Your school will receive renewal notices generated by the SAM Database.

If you require assistance in registering your Grantee and Payee DUNS Numbers and NCAGE Codes in the SAM Database, contact the SAM Federal Service Desk via the Help area on the Web site or by calling 866/606-8220.

SF 1199A Direct Deposit Sign-Up Form and Cover Letter

After your school has registered its Grantee and Payee DUNS Numbers and NCAGE Codes in the SAM Database, it must complete the [SF 1199A Direct Deposit Sign-Up Form](#). In addition to these identification numbers, your school will need to provide bank account information. This must be a foreign or U.S. bank account that meets the Department's regulatory requirements at 34 CFR 668.163.

Once completed, your school will submit the completed banking information form and a cover letter to the Department. The Department will use this information to prepare G5 for your school's eventual drawing down of loan funds. To access the SF 1199A Direct Deposit Sign-Up Form in PDF format, go to:

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<http://www.fms.treas.gov/eft/1199a.pdf>

You will not be able to complete the SF 1199A online. You will need to download and/or print the form, complete the form, and submit the form with original signatures. To assist your school in completing its SF 1199A, a document titled "SF 1199A Form Mockup" is available in the Foreign School Direct Loan Setup area of the Foreign School Information page (the same area in which the document you are reading is posted). The form mockup provides instructions for completing the form for the specific purpose of setting up your school in G5.

Once you have completed the SF 1199A Direct Deposit Sign-Up Form, you will need to prepare a cover letter to accompany your school's submission. The cover letter must be printed on the Payee's letterhead. If your school is the Payee, use your school letterhead. If another entity is the Payee for your school, use the Payee's letterhead.

The cover letter must include the following information:

- Statement requesting that the bank account identified in the SF 1099A be set up in G5 as your school's bank account
- Payee's DUNS Number
- E-mail address for the individual who should receive automated notification once the account is setup in G5
- Original signature and telephone number for the individual submitting the request

If you require assistance in completing your school's SF 1199A Direct Deposit Sign-Up Form, contact the Department's G5 Hotline at edcaps.user@ed.gov or 888/336-8930.

Once your school's SF 1199A Direct Deposit Sign-Up Form is processed, your school will need to complete the online process for requesting G5 Web site access for the individuals who will need such access. Instructions to do this are located on the G5 Web site.

Contact Information

Thank you in advance for promptly submitting the requested documentation, participating in the Direct Loan Program, and enabling eligible U.S. students to attend your school.

If you have questions about the funding setup instructions, e-mail the Department's specialized G5 Hotline at edcaps.user@ed.gov or 888/336-8930.