

## Obtaining a DUNS Number

The Killeen Small Business Grant Program is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant-Coronavirus (CDBG-CV). A Data Universal Number System (DUNS) number is required of all businesses in order to apply for federal stabilization funds.

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). The process to request a DUNS number takes about 10 minutes and is FREE of charge.

### **There are two ways to obtain a DUNS number:**

**Online:** Go to <https://www.dnb.com/duns-number/get-a-duns.html> and follow the instructions... below, we have provided the basic website entry information.

To complete the online process to obtain a DUNS number you will need do the following from the link above:

- Select the reason for DUNS Number Registration from the drop down in the center of the page.

Provide:

- Legal Business Name
- Business Address
- Phone number

Select "Search"

*If you already have a DUNS number, you will need to select "Email D-U-N-S number".*

*If you see several entities with the same type of name, be sure you select the name exactly as filed on the most recent Business Tax Return.*

*After you have the correct Business, select "View/Edit", you will need to confirm your identity as an officer, director, owner of the company and follow the instructions as presented in the next screens.*

Please have the following information ready as needed:

- Name of the CEO or business owner
- Legal structure or type of business (corporation, partnership, proprietorship, etc.)
- Year the entity was created
- Primary line of business
- Total number of employees (full- and part-time)