

Instructions for Funding (G5) Setup

Authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. Detailed information about Direct Loan processing can be found on the Foreign Schools Information Page on the Knowledge Center (see the “Origination Process Overview” document).

After loan records have been originated and submitted to the Department of Education (the Department), a foreign school draws down 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 that must be completed. The information is presented in the following order:

- Required Steps
- Funding Setup Overview
- SF 1199A Direct Deposit Sign-Up Form and Cover Letter
- Contact Information

Required Steps (Detailed information on the required steps 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

Telephone: 202-245-8006

7. Register for G5 website user access. Instructions for completing the registration process can be found on the G5 website, G5.gov.

Funding Setup Overview

Each foreign school must obtain or confirm funding-related identification numbers and register those numbers before completing and submitting the SF 1199A Direct Deposit Sign-Up Form, and obtaining access to G5, the system through which Direct Loan funds will be drawn down and managed. In addition to ensuring that you have all necessary identification numbers before requesting G5 access, you must consider and determine how you 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.

You must complete the funding setup actions outlined and explained below in preparation for completing the 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 university. 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 will differ is if your school has another entity, with a separate and unique DUNS Number, manage payment/refund/adjustment requests.

To complete the D&B online process for requesting a DUNS Number, go to <https://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 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 will differ is if your school has another entity, with a separate and unique NCAGE Code, manage payment/refund/adjustment requests.

To complete and submit the online NCAGE Code form, go to <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.

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, you 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: Foreign schools do not need a Taxpayer Identification Number (TIN) or Electronic Funds Transfer (EFT) information that you will read about on the SAM website.

To complete the online SAM Database registration process, go to <https://sam.gov>.

Once registered, and to remain active, you will renew your school's registration once every 12 months. You will receive renewal notices generated by the SAM Database. **Note:** Schools should ensure their DUNS numbers are actively registration to be ready for the transition to the Unique Entity Identifier (UEI) expected in April 2022. More information about this transition will be provided in future communications.

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 website or by calling 1-866-606-8220.

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 <https://www.fiscal.treasury.gov/files/forms/SF-1199A-2012.pdf>.

The SF 1199A cannot be completed online. Download, print, and complete the form. Submit the form with original signatures to the address on Page 1 of this document, 'Required Steps', #6. 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 1199A be set up in G5 as your school's bank account
- Payee's DUNS Number
- Email 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 1-888-336-8930.

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

Contact Information

If you have questions about the funding setup instructions, email the Department's specialized G5 Hotline at edcaps.user@ed.gov or 1-888-336-8930.