

NAHMA HUD Update: Final HUD Reminder - DUNS Number Required on All Voucher Submissions

Dear NAHMA Members,

Below, please find a reminder from HUD regarding **DUNS number requirements for all voucher submissions, effective December 1, 2017**. To view the attached instructions and memo online, please click [here](#) and [here](#).

Thanks,
Juliana

Final Reminder - DUNS Number Required on All Voucher Submissions

This is the final reminder that effective December 1, 2017, vouchers that do not contain an active Dun & Bradstreet's (DB) Data Numbering System (DUNS) Number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will not receive payment until corrected. Attached is the memorandum, dated June 2, 2017, that implements the requirement to include the DUNS numbers on all vouchers submitted to TRACS.

Information on obtaining a DUNS number and registering with System for Award Management (SAM) is attached. After registering with SAM, the DUNS number must be entered into the TRACS Voucher Header (VCHHR). Refer to chapter six of the [MAT User Guide](#) for information on entering the DUNS number into the VCHHR. Once entered, the DUNS number should appear on the voucher query. If a fatal error is received although the DUNS has been entered, you may need to contact your software provider to check for glitches. Following the resolution of any vendor software glitches, the voucher must be resubmitted to TRACS. Refer to the [iMAX IMAT FRD Appendix C iMAT Processing](#) for information regarding specific error codes.

For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. For other questions regarding the DUNS number memorandum, contact Annecia Durr at Annecia.Durr@hud.gov.

****Note: The attached memorandum apply to entities that submit vouchers to TRACS only.****

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NAHMA is the leading voice for affordable housing management, advocating on behalf of multifamily property managers and owners whose mission is to provide quality affordable housing.