

# ✓ CAGE Code Requirements Checklist

Everything you need to successfully apply for your CAGE Code through SAM.gov



## Before You Start

A CAGE Code is **FREE** and obtained automatically when you register in SAM.gov. This checklist ensures you have everything ready for a smooth registration process. Gather all items below before starting your application.

**30**

MINUTES TO APPLY

**3-10**

DAYS TO PROCESS

**\$0**

COST (ALWAYS FREE)



## Business Information

**Legal Business Name**

Exactly as it appears on your tax documents and state registration

**DBA Name (if applicable)**

"Doing Business As" name if different from legal name

**Business Start Date**

The date your business was officially formed/registered

**Business Type**

LLC, Corporation, Sole Proprietorship, Partnership, etc.



### State of Incorporation

The state where your business is legally registered



## Tax & Identification Documents



### EIN (Employer Identification Number)

9-digit number from IRS (get free at [irs.gov/ein](http://irs.gov/ein) if needed)



### EIN Confirmation Letter (CP 575)

Letter from IRS confirming your EIN assignment



### Tax Year (Fiscal Year End)

Most businesses use December 31



#### Sole Proprietors:

You can use your SSN instead of an EIN, but getting an EIN is recommended for privacy and professionalism.



## Address Information



### Physical Business Address

Street address where business operates (NO P.O. boxes!)



### Mailing Address

Can be same as physical or different (P.O. box OK here)



### Business Phone Number

Main contact number for your business



### Business Email Address

Professional email (ideally @yourdomain.com)

**⚠ Important:**

Virtual office addresses and mailbox services (like UPS Store) may cause delays or rejection.  
Use your actual business location or home address.



## Banking Information



### Bank Name

Name of your business bank



### Bank Routing Number

9-digit ABA routing number (found on checks)



### Bank Account Number

Your business checking account number



### Account Type

Checking or Savings (checking recommended)



## Points of Contact



### Government Business POC

Name, title, phone, and email for government communications



### Electronic Business POC

Person managing SAM.gov account (can be same person)



### Accounts Receivable POC

Contact for payment-related communications

## Business Classifications

### NAICS Codes

Industry codes for your business activities (look up at naics.com)

### PSC Codes (optional)

Product/Service codes for what you sell to government

### Number of Employees

Total employees (including owners)

### Average Annual Revenue

Your business's average annual gross receipts

## Online Accounts Needed

### Login.gov Account

Create at login.gov (required to access SAM.gov)

### SAM.gov Account

Create after Login.gov at sam.gov



## Need Help Getting Started?

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## My Notes

# GovCon Giants

## #1 Community for Federal Contractors

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