



Guidance on and Management of DUNS, Tax ID, TIN, EIN or FEIN Numbers

When conducting business with Harvard University, outside organizations or vendors may request one or more identification numbers. These numbers are often used to formally identify Harvard as a legally-registered entity for tax exemption purposes or to validate Harvard's financial stability for credit and loan applications. Use of any Harvard identification number is **STRICTLY LIMITED** to official Harvard business.

What is the Tax ID/TIN/FEIN/EIN number and when it is used?

The Federal Employee Identification Number (FEIN), also known as the Employee Identification Number (EIN) or Tax ID number (TIN) is a nine-digit number assigned by the IRS. This number is used for tax reporting purposes, much like an individual's social security number (SSN). Schools and units may be asked for this number, a W-9 or other exemption certificate(s) when purchasing items from vendors in order to claim tax exemption or to have Harvard set up as a vendor.

Where can I find Harvard's Tax ID/FEIN/EIN number?

Harvard's Tax ID/TIN/FEIN/EIN number and other tax exemption forms and certificates can be found on the [Strategic Procurement \(SP\)](#) website. Tax ID numbers are managed by the Tax Reporting Office. For questions about the TIN/FEIN/EIN please contact the [Tax Reporting Office](#).

- ❖ Federal Tax ID (TIN): 04-2103580 (see [Office for Sponsored Programs](#) for NIH proposals)
- ❖ Massachusetts State Tax Exemption Number: 042103580
- ❖ Harvard also has tax exempt status in other states. For out-of-state tax exemption certificates, go to [tax forms](#) when purchasing goods shipped to Massachusetts from another state or if holding an event in certain exempt states.

What is a DUNs number and when it is used?

A Data Universal Number (DUNs) is a nine-digit number issued by the credit reporting agency Dun & Bradstreet (D&B) and is used to create a business credit file. The DUNs number is used by suppliers and creditors to verify a company's identity and legal status. Similar to a SSN, the DUNs is used for credit reports and ratings. A vendor may request a DUNs number when Harvard is applying for a credit line or loan.

Where can I find Harvard's DUNs number(s)?

Harvard has multiple DUNs numbers issued for specific purposes and are linked to specific Harvard bank accounts. The [Office of Treasury Management](#) (OTM) maintains a master list of DUNs numbers for Harvard. For guidance and instructions on how to apply for a DUNs number, contact [Susanne Rossini](#) at [OTM](#) **PRIOR** to contacting Dun and Bradstreet for a number.

Income: If an external party requests a DUNs number in order to transfer funds to Harvard (e.g., student term bill payment, grant payment, or other type of payment to Harvard), contact [Susanne Rossini](#) at [OTM](#). OTM reconciles all income coming in to Harvard and will assign the appropriate DUNs number ensuring the funds are deposited into to the correct bank account.

New Vendor Requests: Refer to the [credit and trade reference list](#) on the SP website for a DUNs number or other trade reference information requested by a new vendor.

Sponsored Research Proposals: Harvard has specific DUNs numbers for sponsored research proposals. See the [Office for Sponsored Program's Institutional Information Fact Sheet](#) for appropriate DUNs and EIN numbers.

Apple or Google ADWords: Harvard has an agreement with the Apple Developer Program and Google ADWords for application development. Contact [Lisa Gomes](#) at Central Administration HUIT for information on registering for this program.