



# OMB CIRCULAR A-133 SUBMISSION NOTICE

## **There is a new method of submission for Form SF-SAC and Single Audit reporting packages for fiscal periods ending in 2008 or later.**

(Per OMB public notice <<http://www.whitehouse.gov/omb/fedreg/2008.html>>.)

- ✓ Submissions of Form SF-SAC and the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Audit Clearinghouse's Internet Data Entry System.
- ✓ The Federal Audit Clearinghouse will continue to require mailed submissions for fiscal periods ending in 2002–2007, but will not accept mailed submissions for fiscal periods ending in 2008 or later.
- ✓ A new Report ID is required for each entity's submission for each fiscal period.

## ***The New 2008–2010 Single Audit Submission Method:***

### **1. CREATE YOUR ONLINE REPORT ID**

- Go to the Federal Audit Clearinghouse Internet Data Entry System—<<http://harvester.census.gov/fac/collect/ddeindex.html>>.
- Select “Enter a New Form.”
- Enter the auditee's EIN and fiscal period end date.
- Add your own password, security question, and response.
- Enter the auditee's certifying official's e-mail address.
- Enter the auditor's certifying official's e-mail address.

### **2. COMPLETE YOUR FORM SF-SAC**

- Enter your Form SF-SAC data.
- Check the Form SF-SAC for errors.
- Resolve any Form SF-SAC errors.

### **3. UPLOAD YOUR SINGLE AUDIT**

- Upload your complete Single Audit reporting package in a single PDF file.
- Enter the page numbers of the required Single Audit reporting package components as defined in OMB Circular A-133 §\_\_\_.320(c) to ensure the completeness of your package.

### **4. CERTIFY YOUR SUBMISSION**

- After completing steps 1, 2, and 3 above, the certifying officials for the auditee and auditor will receive e-mails with signature codes and a link to the Web site.
- Both auditee and auditor certifying officials are required to enter their signature codes online to certify the submission.
- The Federal Audit Clearinghouse will send e-mails to the auditee and auditor to confirm the receipt of the Form SF-SAC and Single Audit reporting package.

For more information, visit the Federal Audit Clearinghouse Web site:  
<<http://harvester.census.gov/fac/>>.