



ADMINISTRATION AND FINANCE

March 11, 2024

**Banking Information for Sponsored Projects Accounting and Compliance**

**DUNS No.: 188435911**

**Tax ID No.: 52-6002033**

**Internal Revenue Code: 170-C**

**Commercial and Government Entity Code, or CAGE Code: 1B0S2**

**Make Check Payable to:**

University of Maryland, Baltimore

**Lockbox Mailing Address (for Sponsored Projects only):**

University of Maryland, Baltimore

P.O. Box 41428

Baltimore, MD 21203-6428

*Please do not use the address 220 N. Arch Street, Baltimore, MD 21201*

**Payment Address for Expedited Checks**

The address below should **only be used** for payments that require a signature upon delivery.

Lockbox Services

Box # **41428**

University of Maryland, Baltimore

MAC Y1372-045

401 Market Street

Philadelphia, PA 19103-7042

Effective May 24, 2024, use address below :

Lockbox Services  
Box # **41428**  
University of Maryland, Baltimore  
MAC Y1372-045  
2005 Market Street, 5<sup>th</sup> Floor  
Philadelphia, PA 19103-7042

### **ACH Forms and Other Information**

- All ACH forms should be sent to [spacollections@umaryland.edu](mailto:spacollections@umaryland.edu) for completion. This will ensure that all bank/financial information is completed accurately.
- All forms and new portal online registrations should be sent to [spacollections@umaryland.edu](mailto:spacollections@umaryland.edu) to complete and to provide accurate banking information.
- all remittance advices received from sponsors should be sent to [spacollections@umaryland.edu](mailto:spacollections@umaryland.edu) to aid in posting funds accurately to each project.

### **Checks Received in the Departments**

If a payment by check is received in error by the department, the check should be deposited via the Cashier's Office- [University Cashier - Student Financial Services \(umaryland.edu\)](mailto:University Cashier - Student Financial Services@umaryland.edu).

Please reference the Award or Project number, Invoice number and the PI on all payments submitted through the Cashier's Office. If the payment is for a Clinical Trial award, please provide the protocol number (if known).

**PLEASE NOTE THAT WE DO NOT ACCEPT CREDIT CARD PAYMENTS FOR SPONSORED PROJECT INVOICES AT THIS TIME**

Contact SPAC Collections [spacollections@umaryland.edu](mailto:spacollections@umaryland.edu) if you have any other questions about payment instructions.

WELL-BEING and SUSTAINABILITY  
INNOVATION and DISCOVERY  
SERVICE EXCELLENCE and ACCOUNTABILITY  
EQUITY and JUSTICE  
RESPECT and INTEGRITY



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