



ADMINISTRATION AND FINANCE

June 27, 2024

Banking Information for Sponsored Projects Accounting and Compliance

Contact SPAC Collections spacollections@umaryland.edu if you have any other questions about Sponsored payment instructions

DUNS No.: 188435911

Tax ID No.: 52-6002033

Internal Revenue Code: 501(c)(3)- 115(1)- 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

2005 Market Street, 5th Floor

Philadelphia, PA 19103-7042

W9 and ACH Forms and Other Information

- A W9 Form can be requested by sending an email to spaccollections@umaryland.edu, or use the below link to print a fully completed copy of the form:
 - [W-9--SPAC06042024.pdf \(umaryland.edu\)](#)
- All ACH forms should be sent to spaccollections@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 spaccollections@umaryland.edu to complete and to provide accurate banking information.
- all remittance advices received from sponsors should be sent to spaccollections@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 \(umaryland.edu\)](#).

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 UMB DOES NOT ACCEPT CREDIT CARD PAYMENTS FOR SPONSORED PROJECT INVOICES AT THIS TIME.