Banking Information for Sponsored Projects Accounting and Compliance

Contact SPAC Collections spaccollections@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 `spacollections@umaryland.edu`, or use the below link to print a fully completed copy of the form:
  - [W-9--SPAC06042024.pdf (umaryland.edu)](W-9--SPAC06042024.pdf)

- All ACH forms should be sent to `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` to complete and to provide accurate banking information.

- All remittance advices received from sponsors should be sent to `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).

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).

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**PLEASE NOTE THAT UMB DOES NOT ACCEPT CREDIT CARD PAYMENTS FOR SPONSORED PROJECT INVOICES AT THIS TIME.**