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, 5th Floor
Philadelphia, PA 19103-7042

**ACH Forms and Other Information**

- 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 WE DO NOT ACCEPT CREDIT CARD PAYMENTS FOR SPONSORED PROJECT INVOICES AT THIS TIME**

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