

C1: Sponsored Research Accounting and Compliance (SPAC)
C2: Central
C3: Sponsored Projects/ACH or Vendor Account Form Requests Department
Approval Date: 11/11/20
Approver: Laura Scarantino, AVP
Revised: 03/26/2021

PURPOSE

To document the process for Departments to send ACH forms to SPAC for signature as required by Sponsors.

APPLICABILITY

This applies to all departments who need ACH or vendor forms signed by SPAC, Our sponsors will periodically request for us to fill out and certify our banking information so that they can pay us for a sponsored award.

INSTRUCTION

All ACH or Vendor Account Information Forms **can be prefilled prior** to submitting to SPAC. This information can be found at this [link](#). Under procedures.

The Sponsor name is: State of Maryland

Doing Business As: University of Maryland, Baltimore

Account Name: **State of Maryland, University of Maryland Baltimore**

Remittance Address is: ([the same as our W9](#))

- 220 North Arch St
Baltimore, MD 21201
- Mailing Address For Payments by **check**, should be:
 - University of Maryland, Baltimore
P.O. Box 41428
Baltimore, MD 21203-6428

Note: Please Reference Invoice # and PI on remittance

- **ACH** information must be filled in by SPAC (no longer published on our site)
- Certifier or Signor will be the SPAC Central Team Manager or a Director in their absence.

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- The Accounts Receivable Contact is
 - Accounts Receivable Specialist, spacsponsored_ar@umaryland.edu
 - Collections Specialist, spaccollections@umaryland.edu
- Submit the form through this [link](#)
- Label your request as “ACH Form Request”
- The form will be returned by the Accounts Receivable or Collections Specialist per the instructions on the form or to the originator of the email. Unless you request it to be sent back to you directly.
- If a bank letter is also needed, SPAC can provide that to you upon request
- A copy of completed signed forms will be retained by SPAC

Other information that may be asked for on the forms

- **Proposal mailing address is SPA:**

University of Maryland Baltimore
620 W. Lexington
Street 4th Floor
Baltimore, MD 21201-1508
Web address: <https://www.umaryland.edu/spa/>

- DUNS No.: 188435911
- Tax ID No.: 52-6002033
- Internal Revenue Code: 170-C
- <https://www.umaryland.edu/spac/>
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