

## For Electronic Funds Transfers (EFT)

The preferred method of payment is electronic via ACH or wire transfer.

To ensure accurate and prompt accounting for EFTs, please follow these steps:

1. The remitting agency or person must provide the banking information to the sending bank:

|  | Wires   | ACH   |
|--|---|---|
| <b>Bank and Bank Address</b>                         | Bank of America<br>100 West 33 <sup>rd</sup> Street<br>New York, NY 10001 | Bank of America<br>2000 Clayton Road<br>Concord, CA 94520 |
| <b>ABA Routing No.</b>                               | 026009593   | 121000358   |
| <b>Bank Account Name</b>                             | Regents of the University of California, San Francisco                    |   |
| <b>Bank Account No.</b>                              | 12335-23601   |   |
| <b>SWIFT Code (for international wire transfers)</b> | BOFAUS3N  | <i>Not applicable</i>                                     |

2. The remitter must provide their bank with the following addendum information:
  - The invoice number
  - The full name and phone number of the department contact person
  - The name of the company payment is for, if different than the remitting agency

## For Check Payments

If payment cannot be made electronically, use this information for preparing and sending checks:

|   | Checks  |
|---|---|
| <b>Payee</b>                                      | The Regents of the University of California, San Francisco  |
| <b>DUNS No:</b>                                   | 094878337   |
| <b>Federal Tax ID No:</b>                         | 94-6036493  |
| <b>Additional Information to include on check</b> | Invoice Number  |
| <b>Mailing Address (US Postal Service):</b>       | University of California San Francisco<br>Sundry Debtor – Cash and Controls Team<br>1855 Folsom Street, Suite 425, Box 0815<br>San Francisco, CA 94143-0815 |
| <b>Physical Address (UPS or FedEx):</b>           | University of California San Francisco<br>Sundry Debtor – Cash and Controls Team<br>1855 Folsom Street, Suite 425, Box 0815<br>San Francisco, CA 94103      |