

## INCOMING PAYMENT INSTRUCTIONS

### WIRE & ACH PAYMENTS

There are two methods for bank-to-bank electronic payments:

1. Wire transfers, used for all international transfers and some domestic US transfers under specific instruction and
2. Automated Clearing House (ACH) for electronic payments within the United States.

The routing number to identify our bank will differ depending on which payment method is used.

Campus departments expecting to receive an electronic payment should request the sender alert them with a payment is being sent. The Lawrence Accounts Receivable will then follow the instructions for claiming the payment when it is received in our bank account.

If the sender requests that an ACH authorization form be completed, contact [bankwires@berkeley.edu](mailto:bankwires@berkeley.edu) for assistance.

Funds intended for UC Berkeley Foundation must be directed to the Foundation's bank account. For assistance with determining if a gift is for the Regents or Foundation, contact the Lawrence Development Office or UDAR Donor and Gift Services.

PLEASE NOTE: In order to claim a wire transfer, LHS AR must be provided with a copy of the order/invoice being paid, with information on which chartstring(s) to credit, as well as ledger description information.

Please notify the Business Administration Office of any incoming wires by cc'ing when sending wire information to customers.

<b>Bank Name</b>	Bank of America, NA
<b>Bank Account Number</b>	01753-80001
<b>Name on Bank Account</b>	University of California Berkeley, A Regents of the University of California Affiliate
<b>Routing/Transit (ABA) Number</b>	0260-0959-3 (for wire transfers only) 121000358 (for ACH only)
<b>CHIPS</b>	0959
<b>SWIFT</b>	BOFAUS3N
<b>Physical Address for Routing</b>	150 N College Street, NC1-028-17-06, Charlotte, NC 28255
<b>Bank Address</b>	1655 Grant Street, Concord, CA 94520 USA
<b>Organization</b>	Sender's Name
<b>Reference</b>	Important: Include name, email, and phone of campus department or contact. For payments on non-student invoices, please reference your customer ID (1000XXXX) and invoice number. The Lawrence Hall of Science, 510-643-5423
<b>Amount</b>	Our bank and intermediary banks may deduct a processing fee

For more information, please visit the [Controller's Office website](#).

**CHECK PAYMENTS**

Per BUS 49 Policy VII.B.1: All checks must be made payable to the Regents of the University of California ("UC Regents").

Mail payment to:  
University of California, Berkeley  
The Lawrence Hall of Science  
Attn: Business Administration  
1 Centennial Drive, Rm 206  
Berkeley, CA 94720-5200