



June 20, 2023

Office of the Controller  
Sponsored Projects Accounting

Dear Valued Sponsor/Partner,

3017 Cathedral of Learning  
4200 Fifth Avenue  
Pittsburgh, PA 15260  
412-624-6040  
Fax: 412-624-5725

This letter is to inform you that the University of Pittsburgh – *of the Commonwealth System of Higher Education* payment remittance address and payment account information for sponsored programs activities has changed. Kindly pass this information along if you are not the appropriate recipient. All future invoices/requests for payment will reflect this change.

Effective 6-19-23, if payments are remitted by check, please mail to one of the following addresses:

**REMIT CHECKS via regular mail TO:**

UNIVERSITY OF PITTSBURGH (of the Commonwealth System of Higher Education)  
PO BOX 640458  
PITTSBURGH, PA 15264-0458

**REMIT CHECKS via courier TO:**

PNC BANK C/O UNIVERSITY OF PITTSBURGH (of the Commonwealth System of Higher Education)  
LOCKBOX NUMBER 640458  
500 1ST AVENUE  
PITTSBURGH, PA 15219

Also effective 6-19-23, if payments are remitted via wire/ACH please use the following account information of our new financial institution, JP Morgan Chase Bank, N.A.:

**For ACH delivery:**

Bank Routing Number: 028000024  
Account Number: 20000012431078  
Account Name: University of Pittsburgh

**For Wire Transfers:**

Bank Routing Number: 021000021  
SWIFT Code: CHASUS33  
General Bank Reference Address: JPMorgan Chase New York, NY 10017  
Account Number: 20000012431078  
Account Name: University of Pittsburgh

Should you have any questions or require additional information please feel free to reach out to us directly at 412-624-6040 or by email at [fiscalofficer@cfo.pitt.edu](mailto:fiscalofficer@cfo.pitt.edu).

Thank you. We look forward to your continued support!

Regards,

University of Pittsburgh, Sponsored Projects Accounting team

June 29, 2023

Emily Gavin  
University of Pittsburgh  
4200 FIFTH AVE, PITTSBURGH,  
PA, 15260-, USA

## IMPORTANT | Transaction Routing Instructions (ACH and Wire)

Dear Emily,

Thank you for your request for account and bank routing number information for University of Pittsburgh. Please provide the below routing instructions for ACH and wire transactions to remitters who send transactions to the company account.

For accurate and timely processing of transactions, it is very important that remitters correctly identify the company account number and the applicable routing number.

### For ACH delivery:

Bank Routing Number:	028000024
Account Number:	20000012431078
Account Name:	University of Pittsburgh

### For Wire Transfers:

Bank Routing Number:	021000021
SWIFT Code:	CHASUS33
General Bank Reference Address:	JPMorgan Chase New York, NY 10017
Account Number:	20000012431078
Account Name:	University of Pittsburgh

Thank you for your business and the opportunity to serve you.

Sincerely,

*Robert Wirtschoreck*

Robert Wirtschoreck  
Senior Client Service Associate  
JPMorgan Chase Bank, N.A.  
10 S. Dearborn St. Chicago IL 60603

Please note, we do not verify funds availability, provide account statuses or other account information to third parties.

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ABOUT THIS MESSAGE This letter gives you updates and information about your JPMC relationship.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>UNIVERSITY OF PITTSBURGH of the COMMONWEALTH SYSTEM OF HIGHER EDUCATION</b>	
	2 Business name/disregarded entity name, if different from above <b>UNIVERSITY OF PITTSBURGH</b>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>NON-PROFIT CORPORATION</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <b>1</b>  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>PO BOX 640458</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>PITTSBURGH, PA 15264-0458</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
2	5	-	0	9	6	5	5	9	1

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ June 20, 2023
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*