

**HARVARD**  
FINANCIAL ADMINISTRATION



To Our Sponsors:

To facilitate the deposit of **sponsored** payments, the Harvard University Office for Sponsored Programs (OSP) would like to request that all remittance be made to one of the following locations. ***Please note this information is valid for sponsored payments only.***

For **Electronic Wire Payments** (preferred):

Account Name: President & Fellows of Harvard College, OSP Wire Acct  
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Account: 898-41099  
Wire ABA/Routing #: 026009593  
Swift Code: BOFAUS3N

For **ACH Payments**:

Please submit an ACH Form to: Office for Sponsored Programs, FRBC Team at [OSPCashTeam@harvard.edu](mailto:OSPCashTeam@harvard.edu)

For **Check Payments**:

Payee Name: President and Fellows of Harvard College  
P.O. Box 415649  
Boston, MA 02241-5649

If check payment via overnight mail is preferred by sponsor, it can be sent to:  
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President and Fellows of Harvard College  
Lockbox #415649  
MA5-527-02-07  
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Dorchester, MA 02125

Please continue to provide sufficient award or project information with your payments to assist with the timely processing of the payment. Examples of award or project information are:

- Invoice number
- Award number
- Principal Investigator name
- Project title

Please send payment notifications via email to: [OSPCashTeam@harvard.edu](mailto:OSPCashTeam@harvard.edu)

Please distribute this memo as needed within your organization, and thank you for your continued support.

Sincerely,

Sheila E. Doyle

Manager of Sponsored Financial Reporting, Billing, and Collection

Email: [OSPCashTeam@harvard.edu](mailto:OSPCashTeam@harvard.edu) (or [sheila\\_doyle@harvard.edu](mailto:sheila_doyle@harvard.edu)) Phone: 617-495-3925