

The TCR Program accepts fee payment in any one of the following ways:

UCSF account:	<p>Please have the following information when you are completing the application form:</p> <ul style="list-style-type: none"> <li>• Fund ID# (4 digits)</li> <li>• Dept ID# (6 digits)</li> <li>• Project ID# (7 digits)</li> <li>• Activity Period (2 digits)</li> <li>• Function ID# (2 digits)</li> <li>• Recommended: Speedtype# (10 digits)</li> <li>• Name and email address of account manager authorizing charge</li> </ul>
Personal or commercial check:	<p>Please make checks payable to “UC Regents”. Deliver to:</p> <p>Attn: Olivia De Leon UCSF Campus Mail Box 0560 or Attn: Olivia De Leon Training in Clinical Research Program UCSF Dept. of Epidemiology and Biostatistics 550 16th Street, 2nd Floor San Francisco, CA 94143 (For FedEx only, use 94158)</p>
Credit card:	<p>Please contact Patty Tan, <a href="mailto:ptan@psg.ucsf.edu">ptan@psg.ucsf.edu</a>/415-514-8097 for instructions. Do not send any credit card information via email.</p>
Bank wire transfer:	<p>The TCR Program accepts electronic funds transfers, either in form of a “wire” or Automated Clearing House (ACH). A “wire” must be used for transfer of money from bank accounts outside of the U.S. to a bank account in the U.S. A “wire” or ACH can be used for transfer of money within in the U.S. For your convenience, we have provided a table outlining the information that should be included on the wire transfer or the ACH form (page 2). Once the transaction is complete, please email us (<a href="mailto:ptan@epi.ucsf.edu">ptan@epi.ucsf.edu</a>) a copy of what is called the electronic transfer “remitting” payment receipt/form/confirmation; this will allow us to track the transfer.</p>

To ensure accurate and prompt payment of all wires/ACHs, please follow these steps:

	For Wires	For ACH
Bank and Bank Address	Bank of America 100 West 33 <sup>rd</sup> Street New York, NY 10001	Bank of America 2000 Clayton Road Concord, CA 94520
ABA Routing No.	026009593	121000358
Bank Account Name	Regents of the University of California, San Francisco	
Bank Account No.	12335-23601	
SWIFT Code (for international wire transfers)	BOFAUS3N	<i>Not applicable</i>
Addendum Information		
Name and phone number of the person in the Dept. to contact (space is limited)	P Tan, 415-514-8097	
Name of agency/person sending payment	Include scholars own name or agency name	
Reason for payment	Reason: "Course in the UCSF TICR Program"	