

April 29, 2020

Research Cheque Drop off/Incoming Research Funds Options

Due to the limited access to 250 Yonge building during Covid, Research Finance can only receive cheques through the Cash Office at this time. See below options:

1. You can interoffice mail the cheques to the Cash Office. Address the envelope: Attn: Cash Office-Research Cheque. Please be sure to include back up documents as well as what activity the funds should be deposited to.
2. You can drop the cheques to the Cash office in-person. Please ensure you use the Bond street staff entrance (you could be denied access through the Queen entrance). Bond entrance hours are: 6:30am-8pm daily. Some screening staff at the Bond entrance are not aware that the Cash Office is accepting cheques so please inform them this has been communicated in the Twice Weekly and they should allow you access. The Cash Office will have a staff member present from 7:30-12pm daily but will appear closed. You can knock on the window and state why you are there or you can drop your cheques through the drop box slot to the left of the Cash Office windows. Cash Office is located in the main hospital Donnelly wing. Walk from the staff entrance to the Queen front entrance elevators. Take the elevator to level 1 and it lets you off in front of the Cash Office. Please be sure to wear your staff ID badge visibly at all times as well as a mask, which can be obtained at the entrance screening.

Cash Office Drop Box:



Options if you are not coming On-site:

1. Cheque issuers can pay Unity Health by wire transfer. Please email researchfinance@smh.ca for the details.
2. Cheques can be mailed to the Cash Office:
Unity Health Toronto
Attn: Cash Office-Research Cheque
30 Bond Street
Toronto, ON
M5B 1W8