

<b>U.S. DEPARTMENT OF LABOR</b> <b>Employment and Training Administration</b> <b>Washington, D. C. 20210</b>	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> TEUFA
	<b>ISSUE DATE</b> March 6, 2000
<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> February 27, 2001

**DIRECTIVE : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 17-00**

**TO : STATE EMPLOYMENT SECURITY AGENCIES**

**FROM : GRACE A. KILBANE**  
**Administrator**  
**Office of Workforce Security**

**SUBJECT : Revisions to the Unemployment Trust Fund Accounting System (UTFAS)**

1. **Purpose.** To notify State Employment Security Agencies (SESAs) of revisions to the UTFAS and of accompanying training.
2. **Background.** The Department of Treasury implemented the UTFAS in October 1996, providing States with on-line access for drawdowns (State and Federal funds) and book adjustments between accounts. The system also provides States with on-line access to information on: deposits to the UTF, by date and amount; UTF trial balances; detailed General Ledger information; account balances; Title XII summary; and Reed Act transactions.
3. **New Systems.** The Bureau of Public Debt (BPD), managers of the Unemployment Trust Fund (UTF), will soon replace the UTFAS software resulting in changes to the processing and retrieval of UTF transaction information. The most significant of the changes is the implementation of Automated Standard Application for Payments (ASAP) to execute drawdowns from the UTF, book transfers, Combined Wage Claim reimbursements, and transfers of Federal income tax withholdings. The ASAP is operated by the Department of Treasury, Financial Management Service (FMS), and is used by FMS to process funding requests for numerous Federal programs. In addition to replacing the UTFAS information capabilities, ASAP will also replace the current FEDWIRE funding of drawdowns.

To enroll in ASAP, States will be required to have their banks maintaining clearing and/or benefit payment accounts complete an information form which the FMS will send each State (see "Action Required" in section 6 below). Another revision is the processing of deposits to the UTF through the CASHLINK system.

States will also be requested to have their banks place the State's two digit identifier in the CASHLINK record. See "Action Required" in section 6 below.

The revised system will also provide States more timely (daily) information on earnings in their UTF account. That capability will then give States more timely total balance information.

States have been notified of these documentation requirements by BPD and/or FMS.

4. **Training.** The FMS and the BPD plan comprehensive training for States on the revised system. States will be given instructional material, documentation, and hands-on instruction.

States are strongly encouraged to send staff responsible for the UTF transactions, accounting, and reporting to the training. States are responsible for selecting a session and making their travel arrangements. Scheduled dates and sites of training sessions are listed below. States have already been notified of these sessions by the BPD.

March 16 - 17, 2000.

Philadelphia PA

FMS Philadelphia Financial Center  
13000 Townsend Road  
Philadelphia PA 19154

Contact: Gina Giandomenica (215) 516-8020

March 20 - 21

Kansas City Financial Center  
4241 NE 34<sup>th</sup> Street  
Kansas City MO 64117

Contact: Dianne Keith (816)414-2103

March 23 - 24, 2000

San Francisco Financial Center  
390 Main Street  
San Francisco CA 94105

Contact: Elvie Ramabiles (415)817-7307

Because of the short time remaining until the training, questions should be addressed to the appropriate FMS contact.

Instructional material and assistance from the BPD will be provided States unable to attend one of the sessions.

5. **Action Required.** SESA Administrators are requested to:
- A. Complete and return the FMS information card (copy attached for information purposes only);
  - B. Request banks processing deposits to the UTF through CASHLINK to place the State's two digit identifier in the CASHLINK record. Banks should be instructed to put the State two - letter abbreviation in the "originator to beneficiary info:" field on the standard Fedline screen;
  - C. Send appropriate staff to one of the FMS/BPD training sessions. In the event a State cannot attend, arrangements should be made with the BPD for material and assistance.
6. **Questions.** Questions should be addressed to the appropriate Regional Office. Questions may also be directed to Adam Tucci ((304) 480-5149) or Mark Ross((304) 480-5154) of the BPD.

**7. Attachments.**

- A. [FMS information form](#)
- B. [Training and accommodations information.](#)

**Department of the Treasury  
Financial Management Service**



**PRESENTS  
AN OVERVIEW OF THE NEW UTF SYSTEM  
AND  
TRAINING ON ASAP  
AT THE  
PHILADELPHIA FINANCIAL CENTER**

**WHEN:**

**SELECT A DATE:**

Thursday, March 16, 2000  
9:00 am to 4:00 pm

OR

Friday, March 17, 2000  
9:00 am to 4:00 pm

**WHERE:**

Philadelphia Financial Center  
13000 Townsend Road  
Training Room  
Philadelphia, PA 19154

**ORGANIZATION REGISTRATION**

SINCE THE CLASS SIZE IS LIMITED, WE ASK THAT YOU ENSURE THAT AN INDIVIDUAL RESPONSIBLE FOR MAKING YOUR PAYMENT REQUESTS ATTENDS THE TRAINING

ORGANIZATION NAME \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ATTENDEE \_\_\_\_\_

PHONE # \_\_\_\_\_

ATTENDEE \_\_\_\_\_

PHONE # \_\_\_\_\_

ATTENDEE \_\_\_\_\_

PHONE # \_\_\_\_\_

REGISTRATION: PLEASE REGISTER NO LATER THAN FRIDAY, MARCH 10, 2000 BY FAX OR BY PHONE TO THE ASAP STAFF

Phone: (215) 516-8021

Fax: (215) 516-8010

***Department of the Treasury  
Financial Management Service  
Philadelphia Financial Center  
13000 Townsend Road  
Philadelphia, PA 19154***

**HOTELS IN THE AREA:**

**Hampton Inn**  
Philadelphia/Northeast  
1329 Bristol Pike  
Bensalem, PA 19020  
1-800-325-2525  
(215) 245-5222

**Holiday Inn Select**  
4700 Street Road  
Trevose, PA 19053  
1-800-465-4329  
(215) 364-2000

**Radisson Hotel & Conference  
Center of Bucks County**  
2400 Old Lincoln Highway  
Trevose, PA 19053  
1-800-238-3269  
(215) 638-8300

**Doubletree Club Hotel**  
9461 Roosevelt Boulevard  
Philadelphia, PA 19114  
1-800-354-4332  
(215) 671-9600

The Philadelphia Financial Center is located in Northeast Philadelphia. If arriving by plane/train, it is recommended that you rent a car. We are not easily accessible by public transportation and it is approximately \$40 cab fare (one-way) from 30th Street Train Station.

January 10, 2000

**Philadelphia Financial Center  
13000 Townsend Road  
Philadelphia PA**

**From New York and other points North of Philadelphia:**

**VIA I-95 South**

- I-95 South to Woodhaven Road (Route 63) West.
- Follow Woodhaven Rd. for approximately 1.5 miles., and exit at Thornton Road.
- Make right onto Thornton, at first traffic light (a dead end) make a left onto Southhampton/Byberry, at the first traffic light make a right onto Townsend Road.
- Stay on Townsend, cross the McNulty intersection (Community College of Philadelphia is on the right hand side of street) and PFC is on the left marked 13000 Townsend Road.

**VIA Route 1 South**

- Route 1 South, below PA Turnpike, to Southhampton Rd. (**BE SURE THAT YOU ARE IN THE INNER LEFT LANE OF ROOSEVELT BOULEVARD**).
  - Left on Southhampton Rd. to McNulty Rd. (First Traffic light).
  - Left on McNulty to Townsend Road.
- Left on Townsend, PFC is at the intersection of Townsend and McNulty (13000 Townsend Rd.).

**From Center City Philadelphia and other points South**

**Via Route 1 North**

- Schuylkill Expressway (Route 76) West to Roosevelt Extension (Route 1) North, Roosevelt Extension becomes Roosevelt Boulevard.
- Follow the Boulevard (Route 1) North to Southhampton Road (approximately 16 miles) -- be sure that you are in the outer right lanes of the Boulevard (the last cross-over is for Comly Rd.).
- Go past the exit for Woodhaven Road. The second stoplight past this exit is Southhampton Road. Turn right at the light.
- Go to the first light on Southhampton and turn left, this is McNulty Road.
- Follow McNulty to the intersection of McNulty and Townsend, turn left. Turn left again into the PFC parking lot. (13000 Townsend Rd.)

### VIA the Pennsylvania Turnpike

- Exit at Philadelphia exit (Turnpike Exit # 28), Route 1, and go South a couple of miles to Southhampton Road. Follow directions for Route 1 South.

### Via I-95 North

- I-95 N to Woodhaven Road (Route 63) West.
- Follow Woodhaven Road for approximately 1.5 miles west, and exit onto Thornton.
- Make right onto Thornton Road, first traffic light (a dead end) make a left onto Southhampton/Byberry Road. Then at the first traffic light a right on Townsend Road.
- Stay on Townsend, cross the McNulty intersection (Community College of Philadelphia is on the right hand side of street), PFC is on the left marked 13000 Townsend Road.

### Alternative Route Via I-95 North:

- Take I-95 North to the Woodhaven Road exit.  
You will pass the following exits:
  - Allegheny Ave.
  - Betsy Ross Bridge
  - Bridge St.
  - Corman Ave.
  - Academy Rd.
- Exit onto Woodhaven Road (Route 63) West. Note: Exit ramp will bear left so you can only go West.
- Follow Woodhaven Rd. for approximately 1.5 miles.
- Exit U.S. One North (Morrisville). Stay in right hand lane.
- 2nd traffic light (approx. .5 mile) is Southhampton Road.
- Right on Southhampton Rd. to McNulty Rd. (First Traffic Light). Left on McNulty (approx. .2 mile).
- Follow McNulty (.2 mile) to Townsend Rd. Left on Townsend.
- Our building is at the intersection of Townsend and McNulty (13000 Townsend Rd.).

**Department of the Treasury  
Financial Management Service**



**PRESENTS  
AN OVERVIEW OF THE NEW UTF SYSTEM  
AND  
TRAINING ON ASAP  
AT THE  
KANSAS CITY FINANCIAL CENTER**

**WHEN:**

**SELECT A DATE:**  
Monday, March 20, 2000  
9:00 am to 4:00 pm  
**OR**  
Tuesday, March 21, 2000  
9:00 am to 4:00 pm

**WHERE:**

Kansas City Financial Center  
4241 N.E. 34th Street  
Conference Room  
Kansas City, MO 64117

**ORGANIZATION REGISTRATION**

**SINCE THE CLASS SIZE IS LIMITED, WE ASK THAT YOU ENSURE THAT AN INDIVIDUAL RESPONSIBLE FOR MAKING YOUR PAYMENT REQUESTS ATTENDS THE TRAINING**

**ORGANIZATION NAME** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_

**ATTENDEE** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**ATTENDEE** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**ATTENDEE** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**REGISTRATION: PLEASE REGISTER NO LATER THAN FRIDAY, MARCH 10, 2000 BY FAX OR BY PHONE TO THE ASAP STAFF**

**Phone: (816) 414-2109**

**Fax: (816) 414-2111**

**HOTELS  
KANSAS CITY, MISSOURI**

The following hotels are within a 2 to 30 minute drive to KFC. Hotels will provide directions to the main streets.

We highly recommend a rental car since Taxi Cabs are expensive and difficult to obtain.

NAME OF HOTEL	LOCATION	PHONE #
Station Casino & Hotel	8 minute drive to KFC	(816) 414-7000
Harran's Hotel & Casino	North Kansas City area: 2 minute drive to KFC	1-800-HARRAHS
KC Marriott Downtown	10 minute walk to KFC 2 to 3 blocks away	(816) 421-6800
Doubletree Hotel Downtown	10 minute walk to KFC 2 to 3 blocks away	(816) 460-6664
Hyatt Regency Crown Center	Shopping/Restaurant complex - 20 minute drive to KFC	(816) 421-1234
Westin Crown Center	Shopping/Restaurant Complex - 20 minute drive to KFC	(816) 474-4400
Embassy Suites Hotel	On/near Plaza with many shops and restaurants - 30 minute drive to KFC	(816) 756-1720
Sheraton Suites Hotel	On/near Plaza with many shops and restaurants - 30 minute drive to KFC	(816) 931-4400
KCI Hilton	Airport vicinity - 20 minute drive to KFC; For shopping and restaurants - 5 to 10 minute drive	(816) 891-8900
Embassy Suites KCI	" " "	(816) 891-7788
Fairfield Inn	" " "	(816) 464-2424
Hampton	" " "	(816) 464-5454
Marriott Airport	" " "	(816) 464-2200
Holiday Inn Northeast	" " "	(816) 455-1060

**Directions from downtown KC to Kansas City Financial Center**

Take I-35 north across the Missouri River (Paseo Bridge) to 210 Highway (Armour Road)

Turn right onto 210 Highway East to Chouteau Trafficway.

Exit NORTH onto Chouteau (left) to Buckeye Industrial Park (about 1/2 mil on right) NE 33rd Terrace. (Roma Bakery).

Turn RIGHT onto 33rd Terrace. Continue following road which jogs left, then right until it dead ends. This is the entrance to KFC. You will be facing the four docks on the west side of the building.

Drive around to the front (south side). Park in any open spot.

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**KCI to FMS**

Take I-29 south to I-35 south.

Take I-35 South to Armour Rd. (Hwy 210) East. (If you get to bridge over the river, you've gone too far.)

Follow Armour Rd to Chouteau Trafficway.

Exit off Armour Rd at Chouteau Trafficway. Turn left (north).

Take first right after highway. (NE 33rd Terrace - Buckeye Industrial Park - Roma Bakery)

Follow this street to the end. It will jog left then right and turn into NE 34th street.

Our building is at the end of the road. You will see 4 docks as you approach the west side of the building. Visitor parking is on the west side.

Our main office number is 816-414-2100.

**PRESENTS**  
**AN OVERVIEW OF THE NEW UTF SYSTEM**  
**AND**  
**TRAINING ON ASAP**  
**AT THE**  
**SAN FRANCISCO FINANCIAL CENTER**

<b>WHEN:</b> <b>SELECT A DATE:</b> Thursday, March 23, 2000 9:00 am to 4:00 pm <b>OR</b> Friday, March 24, 2000 9:00 am to 4:00 pm	<b>WHERE:</b> San Francisco Financial Center 390 Main Street 6th Floor Conference Room San Francisco, CA 94105
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**ORGANIZATION REGISTRATION**

SINCE THE CLASS SIZE IS LIMITED, WE ASK THAT YOU ENSURE THAT AN INDIVIDUAL RESPONSIBLE FOR MAKING YOUR PAYMENT REQUESTS ATTENDS THE TRAINING

<b>ORGANIZATION NAME</b> _____	
<b>CITY</b> _____	<b>STATE</b> _____
<b>ATTENDEE</b> _____	<b>PHONE #</b> _____
<b>ATTENDEE</b> _____	<b>PHONE #</b> _____
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**REGISTRATION: PLEASE REGISTER NO LATER THAN FRIDAY, MARCH 10, 2000 BY FAX OR BY PHONE TO THE ASAP STAFF**

Phone: (415) 817-7307

Fax: (415) 817-7341

**HOTELS AND MOTELS  
SAN FRANCISCO, CALIFORNIA**

The following hotels are closest to US Treasury - San Francisco Financial Center and are known to accept government per diem, depending on room availability:

<b>AREA &amp; NAME OF HOTEL/MOTEL</b>	<b>ADDRESS</b>	<b>PHONE #</b>
Harbor Court	165 Stewart St.	(415) 882-1300
Hotel Griffon	155 Stewart St.	(415) 495-2100
Hyatt Regency (Embarcadero)		(415) 788-1234
Union Square: Sir Francis Drake		(415) 392-7755
Union Square: Crowne Plaza		(415) 398-8900
Union Square: Villa Florence	225 Powell St.	(415) 397-7700
Union Square: Westin St. Francis		(415) 397-1006
Union Square: Argent Hotel		(415) 974-6400
Fisherman's Wharf: Hyatt		(415) 563-1234
Fisherman's Wharf: Marriott		(415) 775-7555

You may also want to check with these hotels and motels when making reservations. You may be able to receive a special government rate:

Civic Center: Holiday Inn	50 - 8th Street	(415) 626-6103
Civic Center: Ramada Hotel	1231 Market St	(415) 626-8000
Union Square: Vintage Court	650 Bush Street	(415) 392-4666
Union Square: Cartwright	524 Sutter St.	(415) 421-2865
Union Square: Chancellor	433 Powell St.	(415) 362-2004
Union Square: Hotel Union Square	114 Powell St.	(415) 397-3000
Fisherman's Wharf: Holiday Inn at Wharf	1300 Columbus	(415) 771-9000
Fisherman's Wharf: Howard Johnson at Wharf	580 Beach	(415) 775-3800
Fisherman's Wharf: Ramada Hotel	590 Bay Street	(415) 885-4700
Fisherman's Wharf: Travelodge at Wharf	250 Beach St.	(415) 392-6700

**Directions from the Airport to the  
San Francisco Financial Center  
390 Main Street  
San Francisco CA 94105**

The distance from the Airport to the San Francisco Financial Center is 13.4 miles and takes about 20 minutes.

- Start out by going West on AIRPORT EXIT by turning right
- Take the US-101 NORTH/I-380 WEST ramp towards SAN FRANCISCO(I-280) SAN BRUNO
- Merge onto US-101 North
- Take I-80 East towards BAY BRIDGE-OAKLAND-SEVENTH STREET(US-101 NORTH)
- Merge onto I-80 EAST
- Take the FOURTH STREET EXIT towards EMBARCADERO
- Merge onto BRYANT STREET
- Turn LEFT onto 2<sup>ND</sup> STREET
- Turn RIGHT onto HARRISON STREET
- Turn LEFT onto MAIN STREET

***Philadelphia Financial Center  
13000 Townsend Road  
Philadelphia PA***

***From New York and other, points North of Philadelphia:***

**VIA I-95 South**

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**VIA Route 1 South**

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- Left on McNulty to Townsend Road.
- Left on Townsend; PFC is at the intersection of Townsend and McNulty (13000 Townsend Rd.).

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- Follow McNulty to the intersection of McNulty and Townsend, turn left. Turn left again into the PFC parking lot. (13000 Townsend Rd.)

**VIA the Pennsylvania Turnpike**

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**Alternative Route Via-1-95 North:**

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  - Bridge St.
  - Cottman Ave.
  - Academy Rd.
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- Our building is at the intersection of Townsend and McNulty (13000 Townsend Rd.).

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**From:**<Dianne. Keith@fms.treas.gov>

**To:** ETA:SAO (JHERBERT)

**Date:**Fri, Jan 21, 2000 10:10 AM

**Subject:**Kansas City Hotels

Jim -

These are some of the hotels in Kansas City within 2-30minutes drive to FMS.

We highly recommend a rental, car. Cabs are expensive and difficult to get.

Closest to FMS

Station Casino & Hotel	8 minutes (816) 414-7000
Harrah's Hotel & Casino	2 minutes 1-800-HARRAHS (North Kansas City Location)

Non-hotel restaurants are 2-3 block walk

KC Marriott Downtown 10 min (816) 421-6800

Doubletree Hotel Downtown 10 min (816) 460-6664

In a shopping/restaurant complex

Hyatt Regency Crown Center 20 min (816) 421-1231

Westin Crown Center 20 min 816) 474-4400

On/near Plaza - many shops and restaurants

Embassy Suites Hotel (on Plaza) 30 min (816) 756-1720

Sheraton Suites Hotel (on Plaza) 30 min (816) 931-4100

Airport Vicinity - about 20 min., shopping, restaurants 5-10 min drive

KCI Hilton (816) 891-8900

Embassy Suites KCI (816) 891-7788

Fairfield Inn (816) 464-2424

Hampton Inn (816) 464-5454

Marriott Airport (816) 464-2200

Holiday Inn Northeast (816) 455-1060

I've also attached directions to the center from the Airport and from downtown. Hotels can provide directions to the main arteries identified in the directions.

If you need anything else, please feel free to call me.

Dianne (816) 414-2103

(See attached file: DIRECTNS.doc)

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### **Directions from downtown KC to Kansas City Financial Center**

Take I-35 north across the Missouri River (Paseo Bridge) to 210 Highway (Armour Road)

Turn right onto 210 Highway East to Chouteau Trafficway.

Exit NORTH onto Chouteau (lcf) to Buckeye Industrial Park (about ½ mile on right) NE 33rd Terrace. (Roma Bakery)

Turn RIGHT onto 33rd Terrace. Continue following road which jogs left, then right until it dead ends. This is the entrance to KFC. You will be facing the four clocks on the west side of the building.

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### **KCI to FMS**

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Take I-35 South to Armour Rd. ( Hwy 210) East. (If you get to bridge over the river, you've gone too far.)

Follow Armour Rd to Chouteau Trafficway

Exit off Armour Rd.at Chouteau Trafficway. Turn left (north).

Take first right after highway. (NE 33rd Terrace - Buckeye Industrial Park - Roma Bakery)

Follow this street to the end. It will jog left then right and turn into NE 34th street.

Our building is at the end of the road. You will see 4 docks as you approach the west side of the building. Visitor parking is on the west side.

Our main, office number is 816-414-2100

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## HOTELS & MOTELS

You may wish to check with these San Francisco Hotels and Motels when making reservations. You can often get a special government rate

### **CIVIC CENTER**

Holiday Inn	50 - 8th Street	(415) 626-6103
Ramada Hotel S.F.	1231 Market Street	(415) 626-8000

### **UNION SQUARE**

Vintage Court	650 Bush Street	(415) 392-4666
Cartwright	524 Sutter Street	(415) 421-2865
Chancellor	433 Powell Street	(415) 362-2004
Hotel Union Square	114 Powell Street	(415) 397-3000
Villa Florence Hotel	225 Powell Street	(415) 397-7700

### **FISHERMAN'S WHARF**

Holiday Inn at Wharf	300 Columbus	(415) 771-9000
Howard Johnson at Wharf	580 Beach	(415) 775-3800
Ramada Hotel	590 Bay Street	(415) 885-4700
Travelodge at Wharf	250 Beach Street	(415) 392-6700

### **OTHER**

Cow Hollow Motor Inn	2190 Lombard Street	(415) 392-5800
Marina Motel	2576 Lombard Street	(415) 921-9406
Quality Inn	2775 Van Ness Avenue	(415) 928-5000
Golden Gate Travelodge	2230 Lombard Street	(415) 922-3900
Vagabond. Inn	2550 Van Ness Avenue	(415) 776-7500
Harbor Court	165 Steuart-Street	(415) 882-1300
Hotel Griffon	155 Steuart Street	(415) 495-2100

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### SF Hotel List - 6/1/99

All phone numbers have the area code of 415. All these hotels are known to accept the govt per diem, depending on room availability.

#### Hotels closest to US Treasury - San Francisco Financial Center

Harbor Court	882-1300
Griffon	495-2100
Hyatt Regency (Embarcadero)	788-1234
Union Square:	
Sir Francis Drake	392-7755
Crowne Plaza (Union Square)	398-8900
Villa Florence	397-7700
Westin St. Francis	397-1006
Argent Hotel	974-6400
Fisherman's Wharf	
Hyatt	563-1234
Marriott	775-7555