



HARVARD Kennedy School

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

GIFT INSTRUCTIONS

CHECK

- Please make your check payable to “President and Fellows of Harvard College” (the legal name of Harvard University).
- In the memo line, please include the name of the fund that your gift is supporting.
- Mailed checks should be sent to:

Harvard University
PO Box 419209
Boston, MA 02241-9209
- Checks sent via FedEx or UPS should be sent to:

Bank of America Lockbox Services
President & Fellows of Harvard College, #419209
2 Morrissey Blvd
MA5-527-02-07
Dorchester, MA 02125

CREDIT CARD

- Harvard University accepts the following credit cards: American Express, MasterCard, VISA, and Discover.
- To make a credit card gift by phone, please call Harvard's Office of Alumni and Development Services (ADS) at 617-495-1750. If you get an answering machine, please leave a message with your name and phone number. ADS will have a gift processor return your call.
- To make a credit card gift online, please go to www.hks.harvard.edu/give and select a fund in the drop-down menu. If giving to a fund not listed, select “Other” and type in the fund name in the pop-up box.

BANK WIRE

- Please send gifts for Harvard University that are being transmitted by bank wire to:

Bank Name:	Bank of America
Bank Address:	100 Federal Street, Boston, MA 02110
Beneficiary Legal Account Name:	President and Fellows of Harvard College, RSO account
Account #:	009429263621
ACH ABA:	011000138
Wire ABA:	026009593
Swift Code:	BOFAUS3N
- Please include “Harvard Kennedy School,” the name of the fund your gift is supporting, and the donor’s name in the wire instructions.
- Please e-mail transaction details to Jody Sharpe, Associate Director, HKS Academic and Development Coordination, at jody_sharpe@hks.harvard.edu, so the bank wire may be promptly identified once received.

U.S. STOCKS and U.S. BONDS

- Please have your broker contact:

President & Fellows of Harvard College
c/o Alumni & Development Services
124 Mount Auburn Street
Cambridge, MA 02138
Attn: Security Gifts
Phone: (866) 845-6596
Email: donorsecuritygifts@harvard.edu

- Please provide the following details to your broker for the transfer of U.S. stock and U.S. bond gifts to Harvard:

DTC #:	2669
Receiving Institution:	Northern Trust
Account Title/Registration:	President and Fellows of Harvard College*
Account #:	70-19449
Harvard University Tax ID #:	04-2103580

- Provide the following information to the security gifts team in Alumni & Development Services:

- ❖ Name of the security
- ❖ Number of shares
- ❖ Name of the donor with class year, if applicable
- ❖ Designation of the gift
- ❖ Brokerage or bank where the shares are held
- ❖ Cost basis and acquisition date*

**This information is being collected in relation to the Tax Cuts and Jobs Act of 2017.*

- **Note:* “President and Fellows of Harvard College” is the legal name of Harvard University and the account title that must be used to ensure delivery.

MUTUAL FUNDS, OTHER SECURITIES, and DAFS

- To transfer mutual funds, foreign stocks, physical certificates, or any other gifts that may require special instructions, please contact the Security Gifts team at 866-845-6596 or via email at donorsecuritygifts@harvard.edu. Note that mutual funds, foreign stocks, physical certificates, etc. cannot be transferred using the above DTC information.
- When using a Donor Advised Fund (DAF) to make a gift, Harvard Kennedy School will be listed as “President and Fellows of Harvard College” on the DAF website. The Kennedy School is part of Harvard University, and “President and Fellows of Harvard College” is Harvard’s legal name.

Additional Information

- Please note that all official acknowledgments will be issued by Harvard University’s Alumni and Development Services (ADS) office.
- Harvard University Tax ID #: 04-2103580
- All gifts to Harvard University, including to Harvard Kennedy School, are tax-deductible to the extent provided by law. We affirm that no goods or services exceeding the IRS provisions are provided in consideration of charitable gifts to Harvard University. Please consult your tax advisor for details.