GIFT INSTRUCTIONS

Donors and/or their financial advisors should follow these guidelines for making a gift to Harvard Medical School.

STOCK/SECURITIES

To make a gift of stock/securities to Harvard Medical School, please contact Harvard Management Company (HMC) directly:

Harvard Management Company, Trusts and Gifts Department
600 Atlantic Avenue, Boston, MA 02210-2203
Phone: 866-845-6596
Fax: 866-457-6598
Email: security_gifts@hmc.harvard.edu

Once the wire transfer arrangements have been made, please notify the donor’s HMS Gift Officer and please provide the following information to Susan Carr, senior gift operations coordinator, at susan_carr@hms.harvard.edu:

- Name/location of firm or broker handling the stock transfer
- Name of the securities, number of securities, and value of shares (gift amount)
- Date of transfer
- Name of the HMS fund the gift is supporting

BANK WIRE

Gifts to Harvard University via bank wire transfer should be sent to the following account:

Bank of America, 100 Federal Street, Boston, MA 02110
President and Fellows of Harvard College, ADS account
Account #: 9429263621
Ach ABA: 011000138
Wire ABA: 026009593
Swift Code: BOFAUS3N

Once the wire transfer arrangements have been made, please notify the donor’s HMS Gift Officer and please provide the following information to Susan Carr, senior gift operations coordinator, at susan_carr@hms.harvard.edu:

- Name/location of bank sending the transfer
- Amount of gift / Date of transfer
- Name of the HMS fund, program, or research area the gift is supporting

CHECK

Please make check payable to the President and Fellows of Harvard College. If possible, please draw from a U.S. bank, in U.S. currency. Please be sure to indicate the name of the fund your gift is supporting.

Gift checks should be mailed to:

Harvard Medical School, Alumni Affairs and Development
P.O. Box 419720, Boston, MA 02241-9720

LIFE INCOME GIFTS—Charitable Gift Annuity & Charitable Remainder Trust

Checks for Life Income gifts (CGAs & CRTs) should be sent to:

Harvard University Planned Giving
Attn: Kara Morin
124 Mt. Auburn St.
Cambridge, MA 02138

CREDIT CARD

Credit Card gifts must be made online at: https://hms.harvard.edu/give. Please be sure to indicate the name of the HMS fund that your gift is supporting. Harvard University accepts MasterCard, VISA, American Express, and Discover cards.

All gifts to Harvard Medical 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. Harvard University’s Tax ID Number is: 042103580.