

# ADS 2020 Calendar Year End Deadlines

All deadlines are in Eastern Standard Time

				For Finance Office use only		
Item	Deadline for 2020 Donor Tax Credit	Determination	Transmittal Method	Guideline for Dec. 2020 GL posting	Transmittal Method	
<b>Planned Gifts</b>		<b>Transfer instructions vary by gift type. Notify University Planned Giving of any expected planned gifts: 617.495.4647</b>				
<b>Bank Wires</b>		12/31/2020 11:59pm	Received in Harvard's Account	Donors should contact ADS for bank wire instructions: <a href="mailto:ADS@harvard.edu">ADS@harvard.edu</a> or 617.495.1750; notify ADS with any wire notifications.	12/24/2020	Received in Harvard's Account & complete transmittal received in ADS
<b>Checks</b>	By USPS	12/31/2020	Envelope Postmark	Harvard University Alumni and Development Services PO Box 419209 Boston, MA 02241-9209	12/21/2020	Received in ADS/Lockbox with complete transmittal information
	By FedEx <sup>3</sup>	12/31/2020	Envelope Postmark	Bank of America Lockbox Services President & Fellows of Harvard College Box 419209 2 Morrissey Blvd MA5-527-02-07 Dorchester, MA 02125	12/21/2020	Received in ADS/Lockbox with complete transmittal information
<b>Credit Cards</b>	Online	12/31/2020 11:59pm	Successfully charged online (for planned gifts, contact UPG)	<a href="http://Alumni.harvard.edu/give">Alumni.harvard.edu/give</a>	12/24/2020	<a href="http://Alumni.harvard.edu/give">Alumni.harvard.edu/give</a>
	Phone	12/31/2020 3:00pm	Call received in ADS 617.495.1750	617.495.1750	12/21/2020	Call received in ADS 617.495.1750
	Recurring Online	12/27/2020 11:59pm For <b>NEW</b> recurring (2 day process)	Successfully charged online	<a href="http://Alumni.harvard.edu/give">Alumni.harvard.edu/give</a> or call ADS at 617.495.1750	12/23/2020	<a href="http://Alumni.harvard.edu/give">Alumni.harvard.edu/give</a>
<b>Mutual Funds</b>		HMC recommends initiating transfer by 12/8/2020 for 12/31 settlement	Received and settled in Harvard's account at HMC	Notify HMC of all mutual fund transfers or pending mutual fund gifts: 866-845-6596 or Email <a href="mailto:security_gifts@hmc.harvard.edu">security_gifts@hmc.harvard.edu</a>	12/21/2020 5:00pm	Received by ADS

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<b>Securities /Stock</b>	Electronic Transfer (DTC)	12/31/2020 4:00pm (NYSE & NASDAQ closing time)	Received in Harvard's account at HMC	Electronic transfer/DTC	12/24/2020	Received and fully identified in Harvard's account
	Physical Shares (Requires Stock Power)	12/31/2020	Postmark or FedEx <sup>3</sup> sent on date documentation	Mail, FedEx <sup>3</sup> to HMC – certificates and stock power should be mailed separately to HMC, 600 Atlantic Ave., Boston, MA 02210	12/21/2020 5:00pm	Received at HMC via Mail or FedEx <sup>3</sup>
<b>Terms<sup>1</sup> &amp; New Fund</b>	New Fund Request	12/16/2020 5:00pm	CSMA request received in ADS	CSMA	N/A	N/A
	Terms <sup>1</sup> drafting and/or review for 2020 approval	12/4/2020 5:00pm	Request with document received by ADS	ADS@harvard.edu (for FAS only: submitted to the SharePoint form)	N/A	N/A
	Terms <sup>1</sup> signature (for funds to be established in 2020)	12/9/2020 5:00pm	Request with documentation Received by ADS	ADS@harvard.edu (for FAS only: submitted to the SharePoint form)	N/A	N/A
	Terms <sup>1</sup> signature (for funds to be established in 2021)	12/21/2020	Request with documentation Received by ADS	ADS@harvard.edu (for FAS only: submitted to the SharePoint form)	N/A	N/A
<b>Financial modifications<sup>2</sup> and legal donor mods</b>		12/21/2020 5:00pm	Received by ADS	<a href="mailto:ADS@harvard.edu">ADS@harvard.edu</a>	12/21/2020 5:00pm	Received by ADS with all required documentation
<b>Non-financial Modifications</b>	ADS will process all non-financial modifications (e.g. drive year, crediting, etc...) received after 12/8 in January 2021. <i>Non-financial modifications</i> have no impact on the General Ledger (e.g. drive year, crediting, etc...)					

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- <sup>1</sup> **Terms and gift agreements** may not be signed using electronic signature software such as DocuSign.  
Terms may be submitted by mail, fax, or scan. We are unable to accept photographs of terms.
- <sup>2</sup> **Financial modifications** have an impact on the General Ledger (e.g., allocation coding, legal amount)
- <sup>3</sup> **FedEx** packages should be mailed Priority Overnight to ensure timely arrival (see label sample)  
FedEx cannot deliver to P.O. Boxes, please ensure to use FedEx address above

## FedEx Sample for Donors

00015  
00500

**FedEx Express** Package *US Airbill* FedEx Tracking Number 8153 7468 1900

Form ID No. 0215 Sender's Copy

**1 From** Please print and press hard. Sender's FedEx Account Number SENDER'S FE

Date \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Sender's Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ Dept./Floor/Suite/Room \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**2 Your Internal Billing Reference** First 24 characters will appear on invoice. OPTIONAL

**3 To** Recipient's Name Bank of America Lockbox Services Phone (\_\_\_\_\_) \_\_\_\_\_

Company President and Fellows of Harvard College Box# 419209

Address 2 Morrissey Boulevard Dept./Floor/Suite/Room \_\_\_\_\_

We cannot deliver to P.O. boxes or P.O. ZIP codes.

Address MA5-527-02-07 Dept./Floor/Suite/Room \_\_\_\_\_

Use this line for the HOLD location address or for continuation of your shipping address.

City Dorchester State MA ZIP 02125

0135105807

**4 Express Package Service** \*To most locations. Packages up to 150 lbs. For packages over 150 lbs., use the FedEx Express Freight US Airbill.

**Next Business Day**

FedEx First Overnight Earliest next business morning delivery to select locations. Friday shipments will be delivered on Saturday.

FedEx Priority Overnight Next business morning.\* Friday shipments will be delivered on Monday unless Saturday Delivery is selected.

FedEx Standard Overnight Next business afternoon.\* Saturday Delivery NOT available.

**2 or 3 Business Days**

FedEx 2Day A.M. Second business morning.\* Saturday Delivery NOT available.

FedEx 2Day Second business afternoon.\* Thursday shipments will be delivered on Monday unless Saturday Delivery is selected.

FedEx Express Saver Third business day.\* Saturday Delivery NOT available.

**5 Packaging** \*Declared value limit \$500.

FedEx Envelope\*  FedEx Pak\*  FedEx Box  FedEx Tube  Other

**6 Special Handling and Delivery Signature Options** Fees may apply. See the FedEx Service Guide.

Saturday Delivery NOT available for FedEx Standard Overnight, FedEx 2Day A.M., or FedEx Express Saver.

No Signature Required Package may be left without obtaining a signature for delivery.

Direct Signature Someone at recipient's address may sign for delivery.

Indirect Signature If no one is available at recipient's address, someone at a neighboring address may sign for delivery. For residential deliveries only.

**Does this shipment contain dangerous goods?** One box must be checked.

No  Yes As per attached Shipper's Declaration.  Yes Shipper's Declaration not required.  Dry Ice Dry Ice, 9 UN 1845 \_\_\_\_\_ x \_\_\_\_\_ kg

Restrictions apply for dangerous goods — see the current FedEx Service Guide.  Cargo Aircraft Only

**7 Payment Bill to:** This airbill can be used only when billing to a FedEx account number. For cash, check, or credit card transactions, please go to a staffed shipping location.

Enter FedEx Acct. No. below

Sender Acct. No. in Section 1 will be billed.  Recipient  Third Party

FedEx Acct. No. \_\_\_\_\_

Total Packages \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs. Total Declared Value\* \$ \_\_\_\_\_

Your liability is limited to US\$100 unless you declare a higher value. See back for details. By using this airbill you agree to the service conditions on the back of this airbill and in the current FedEx Service Guide, including terms that limit our liability.

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fedex.com 1.800.GoFedEx 1.800.463.3339

PULL AND RETAIN THIS COPY BEFORE AFFIXING TO THE PACKAGE. NO POUCH NEEDED.

Leave the packing to the pros at FedEx Office.  
Go to [fedex.com/office](http://fedex.com/office).