

ADS 2023 Calendar Year End Deadlines

All deadlines are in Eastern Standard Time

					For Finance Office use only	
Item		Deadline for 2023 Donor Tax Credit	Determination	Transmittal Method	Guideline for Dec. 2023 GL posting	Transmittal Method
Planned Gifts		Transfer instructions vary by gift type. Notify Trust Administration of any expected planned gifts: 877-539-6593 email donortrustadministration@harvard.edu				
Bank Wires		12/29/2023 11:59pm	Received in Harvard's Account	Donors should contact ADS for bank wire instructions: ADS@harvard.edu or 617.495.1750; notify ADS with any wire notifications.	12/21/2023	Received in Harvard's Account & complete transmittal received in ADS
Checks	By USPS	12/31/2023	Envelope Postmark	Harvard University Alumni and Development Services PO Box 419209 Boston, MA 02241-9209	12/17/2023	Received in ADS/Lockbox with complete transmittal information
	By FedEx ³	12/31/2023	Envelope Postmark	Bank of America Lockbox Services President & Fellows of Harvard College Box 419209 2 Morrissey Blvd MA5-527-02-07 Dorchester, MA 02125	12/17/2023	Received in ADS/Lockbox with complete transmittal information
Credit Cards	Online	12/31/2023 11:59pm	Successfully charged online (for planned gifts, contact Trust Admin)	alumni.harvard.edu/giving/givenow	12/21/2023	alumni.harvard.edu/giving/givenow
	Phone	12/29/2023 5:00pm	Call received in ADS 617.495.1750	617.495.1750	12/18/2023	Call received in ADS 617.495.1750
	Recurring Online	12/27/2023 11:59pm For NEW recurring (2-day process)	Successfully charged online	alumni.harvard.edu/giving/givenow or call ADS at 617.495.1750	12/20/2023	alumni.harvard.edu/giving/givenow
Mutual Funds		Trust Admin recommends initiating transfer by 12/5/2023 for 12/29 settlement	Received and settled in Harvard's account	Notify Trust Administration of all mutual fund transfers or pending mutual fund gifts: 866-845-6596 or Email donorsecuritygifts@harvard.edu	12/18/2023 5:00pm	Received by ADS

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Securities/ Stock	Electronic Transfer (DTC)	12/29/2023 4:00pm (NYSE & NASDAQ closing time)	Received in Harvard's account	Notify: donorsecuritygifts@harvard.edu Electronic transfer/DTC	12/21/2023	Received and fully identified in Harvard's account
	Physical Shares (Requires Stock Power)	12/31/2023	Postmark or FedEx ³ sent on date documentation	Notify: donorsecuritygifts@harvard.edu Mail, FedEx ³ — certificates and stock power should be mailed separately to Trust Administration, 124 Mt. Auburn St., Cambridge, MA 02138	12/18/2023 5:00pm	Received at ADS via Mail or FedEx ³
Terms ¹ & New Fund	Terms ¹ drafting and/or review for 2023 approval	12/1/2023 5:00pm	Request with document received by ADS	ADS@harvard.edu (for FAS only: submitted to the WorkFront form)	N/A	N/A
	Terms ¹ signature (for funds to be established in 2023)	12/5/2023 5:00pm	Request with documentation received by ADS	ADS@harvard.edu (for FAS only: submitted to the WorkFront form)	N/A	N/A
	New Fund Request	12/11/2023 5:00pm	CSMA request and fully-signed terms received in ADS	CSMA	N/A	N/A
Financial modifications ² and legal donor mods		12/18/2023 5:00pm	Received by ADS	ADS@harvard.edu	12/18/2023 5:00pm	Received by ADS with all required documentation
Non-financial Modifications		ADS will process all non-financial modifications (e.g. drive year, crediting, etc....) received after 12/8 in January 2024. <i>Non-financial modifications</i> have no impact on the General Ledger (e.g. drive year, crediting, etc....)				

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¹ Terms and gift agreements

Complete sets of terms may be submitted by mail, fax, or scan. We are unable to accept photographs of terms.

² Financial modifications have an impact on the General Ledger (e.g., allocation coding, legal amount)

³ 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

MUR2
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 OPTIONAL
First 24 characters will appear on invoice.

3 To Recipient's Name Bank of America Lockbox Services Phone (_____) _____
Company President and Fellows of Harvard College Box# 419209
Address 2 Morrissey Boulevard
We cannot deliver to P.O. boxes or P.O. ZIP codes. Dept./Floor/Suite/Room _____
Address MA5-527-02-07
Use this line for the HOLD location address or for continuation of your shipping address.
City Dorchester State MA ZIP 02125

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 _____
 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, 2, 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.
 Sender
Acct. No. in Section 1 will be billed. Enter FedEx Acct. No. below _____
 Recipient Third Party
FedEx Acct. No. _____

Total Packages _____ Total Weight _____ lbs. Total Declared Value* \$ _____ .00

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

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