ADS 2023 Calendar Year End Deadlines

All deadlines are in Eastern Standard Time

Item					For Finance Office use only				
		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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Item		Deadline for 2023 Donor Tax Credit	Determination	Transmittal Method	Guideline for Dec. 2023 GL posting	Transmittal Method	
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, FedEx³- 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. Non-financial modifications have no impact on the General Ledger (e.g. drive year, crediting, etc)					

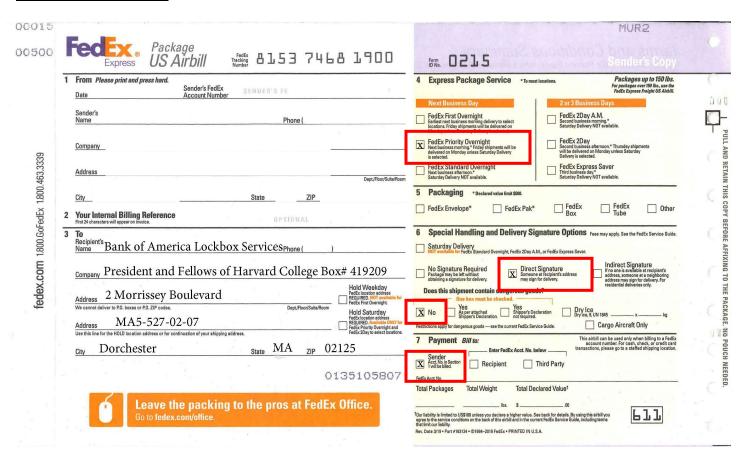
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¹ Terms and gift agreements

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

FedEx Sample for Donors



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

³ FedEx packages should be mailed <u>Priority Overnight</u> to ensure timely arrival (see label sample) FedEx cannot deliver to P.O. Boxes, please ensure to use FedEx address above