

The Boston Foundation Gift Instructions

Please use the following instructions for the transfer of gift assets to the Boston Foundation. In order to facilitate processing and acknowledgement, be sure to include the donor's name as specified, and give the Foundation advance notice of any gift by calling (617) 338-2213 or emailing fundadmin@tbf.org. For information about transferring assets from charitable funds, terminating a private foundation, or gifting other non-cash assets, please call.

Checks	Make checks payable to "Boston Foundation, Inc.," include the fund name in the memo field, and mail to: The Boston Foundation Fund Administration Office 75 Arlington Street, 3rd Floor Boston, MA 02116
DTC-Eligible Securities	Stifel Nicolaus & Company DTC # 0793 Account Name: Boston Foundation, Inc. Account # 7218-3084 <i>Please insert donor's name for further credit.</i> Contact: Fund Administration at TBF, (617) 338-2213 Notify TBF to expect securities at fundadmin@tbf.org .
Cash Wires	Bank of America, One Bryant Park, New York, NY 10036 ABA # 026009593 Account: Stifel Nicolaus & Company Account #4451211800 For further credit to: Account Name: Boston Foundation, Inc. Account # 7218-3084 <i>Please insert donor's name for further credit at TBF.</i> <i>** ABA and both account numbers are required. Wires received without this information will be returned to sender.</i>
ACH Bank Transfers	Bank of New York Mellon, 225 Liberty Street New York, NY 10281 ABA# 031100157 Account Number: 4191445980 <i>Include donor name and fund in memo field.</i>
Restricted Stock and Physical Certificates	Deliver certificates to the Boston Foundation's Fund Administration Office at 75 Arlington Street, 3rd Floor, Boston, MA 02116.
Mutual Funds	Please contact us at (617) 338-2213 or email fundadmin@tbf.org for instructions.