

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, 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.

<p>Checks</p>	<p>Make checks payable to “Boston Foundation, Inc.,” include the fund name in the memo field, and mail to:</p> <p>The Boston Foundation Fund Administration Office 75 Arlington Street, 3rd Floor Boston, MA 02116</p>
<p>DTC-Eligible Securities</p>	<p>Stifel Nicolaus & Company DTC # 0793 125 High Street, 29th Floor, Boston MA 02110 Account Name: Boston Foundation, Inc. Account # 7218-3084 <i>Please insert donor's name for further credit.</i></p> <p>Contact: Fund Administration at TBF, (617) 338-2213 Notify TBF to expect securities at fundadmin@tbf.org.</p>
<p>Cash Wires</p>	<p>Bank of America, One Bryant Park, New York, NY 10036 ABA # 026009593 Account: Stifel Nicolaus & Company Account #4451211800</p> <p>For further credit to: Account Name: Boston Foundation, Inc. Account # 7218-3084 <i>Please insert donor's name for further credit at TBF.</i></p> <p><i>** ABA and both account numbers are required. Wires received without this information will be returned to sender.</i></p>
<p>ACH Bank Transfers</p>	<p>Eastern Bank, 195 Market Street, Lynn, MA 01901 ABA # 011-301-798 Account Name: Boston Foundation – Incoming ACH Account # 60-1679756 <i>Please insert donor's name and fund in memo field.</i></p> <p>Contact: Fund Administration at TBF, (617) 338-2213 Notify TBF to expect ACH at fundadmin@tbf.org.</p>
<p>Restricted Stock and Physical Certificates</p>	<p>Deliver certificates to the Boston Foundation's Fund Administration Office at 75 Arlington Street, 3rd Floor, Boston, MA 02116.</p>
<p>Mutual Funds</p>	<p>Please contact us at (617) 338-2213 or email fundadmin@tbf.org for instructions.</p>