



# The Boston Foundation

## Gift Instructions

**Thank you for your forthcoming gift to the Boston Foundation!**  
**Please use the following instructions for the transfer of gift assets.**

<b>Checks</b>	<p>Make checks payable to “<i>Boston Foundation Inc.</i>”  Include the fund name in memo, and mail to:  <b>The Boston Foundation</b>  <b>PO Box 843027</b>  <b>Boston, MA 02284-3027</b></p>
<b>DTC-Eligible Securities</b>	<p><b>Stifel Nicolaus &amp; Company DTC # 0793</b>  <b>125 High Street, 29th Floor, Boston, MA 02110</b>  <b>Account Name: Boston Foundation Inc.</b>  <b>Account #: 7218-3084</b></p> <p><i>Please include donor’s name and fund name.</i></p> <p>Please notify Fund Administration to expect securities at (617) 338-2637 or <a href="mailto:fundadmin@tbf.org">fundadmin@tbf.org</a>.</p>
<b>Cash Wires</b>	<p><b>Bank of America, One Bryant Park, New York, NY 10036</b>  <b>ABA/Routing # 026009593</b>  <b>Account: Stifel Nicolaus &amp; Company Account #4451211800</b></p> <p>For further credit to:  <b>Account Name: Boston Foundation Inc.</b>  <b>Account #: 7218-3084</b>  <i>**ABA and both account numbers are required **</i></p> <p><i>Please include donor’s name and fund name and email Fund Administration at <a href="mailto:fundadmin@tbf.org">fundadmin@tbf.org</a>.</i></p>
<b>ACH Bank Transfers</b>	<p><b>Eastern Bank, 195 Market Street, Lynn, MA 01901</b>  <b>ABA/Routing # 011301798</b>  <b>Account Name: Boston Foundation – Incoming ACH</b>  <b>Account #: 60-1679756</b></p> <p><i>Please insert donor’s name and fund name in memo field and email Fund Administration at <a href="mailto:fundadmin@tbf.org">fundadmin@tbf.org</a></i></p>
<b>Grants/Transfers from Donor Advised Funds</b>	<p><b>Recommend grant to ‘Boston Foundation Inc.’ (EIN 04-2104021) with name of fund in grant purpose section.</b></p> <p>Please contact <a href="mailto:donorservices@tbf.org">donorservices@tbf.org</a> if this grant is associated with an event.</p> <p>Establishing a new DAF at the Boston Foundation with existing charitable assets is easy and enhances our collective impact.</p>
<b>Mutual Funds</b>	<p><b>Please contact Fund Administration:</b> 617-338-2637 or <a href="mailto:fundadmin@tbf.org">fundadmin@tbf.org</a>.</p>
<b>Other Non-Cash Assets</b>	<p><b>Please contact Donor Services:</b> 617-338-2213 or <a href="mailto:donorservices@tbf.org">donorservices@tbf.org</a>.</p> <p>TBF is an expert in accepting gifts of real estate, privately held interests, restricted stock, cryptocurrency, and more.</p>