



KOREA INSTITUTE

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How to give to the Harvard Korea Institute

Federal Tax ID#: 04-2103580

Credit Card

Go to this link: <https://community.alumni.harvard.edu/give/16040850>

At the top of the webpage, select the amount you would like to give.

In the drop-down menus, please select the following:

- Select a School/Affiliate => Faculty of Arts and Sciences
- Select a Fund => Other FAS
- Other Fund Name (type in) => Carter J. Eckert Endowment Fund (Korea Institute)

Fill in the section “Your Contact Information”.

Click on “Complete Your Gift” (red button to the right). This will take you to the credit card information page.

Check

Checks may be made to: *Harvard Korea Institute*
In the memo field (optional): *Carter J. Eckert Endowment Fund*

Check Mailing Address:

Korea Institute
Harvard University
CGIS South, Room S228
1737 Cambridge Street
Cambridge, MA 02138

Bank Wire

Bank wires for charitable gifts may be sent to:

President and Fellows of Harvard College

Receiving Bank Name: Bank of America, N.A.
Receiving Bank Address: 100 Federal Street, Boston, MA 02110
Beneficiary Legal Account Name: President & Fellows of Harvard College - RSO Account
Account #: 009429263621
Receiving Bank ACH ABA: 011000138
Receiving Bank Wire ABA: 026009593
Receiving Bank SWIFT Code: BOFAUS3N

Memo/Reference: Susan Laurence (617) 384-7388, **Donor Name**, Gift Designation: *Carter J. Eckert Endowment Fund*

Important

To ensure accurate handling, donors should send a confirmation email to ADS@harvard.edu and Susan_Laurence@harvard.edu with the following details:

•Donor Name

- Contact Phone Number
- Date the wire was sent
- Name of the originating bank
- Amount of the bank wire
- Was a wiring fee deducted from the wire amount?

Mutual Funds

Notify Trust Administration of all mutual fund transfers or pending mutual fund gifts:
866-845-6596 or
Email donorsecuritygifts@harvard.edu

Securities/Stock

Electronic Transfer (DTC)

Or

Physical Shares (Requires Stock Power)

certificates and stock power should be mailed separately to Trust Administration, 124 Mt. Auburn St., Cambridge, MA 02138

Planned Gifts

Transfer instructions vary by gift type. Notify Trust Administration of any expected planned gifts:
877-539-6593 email donortrustadministration@harvard.edu

To make a gift of securities, please contact Trust and Gift Administration at 866-845-6596
or donorsecuritygifts@harvard.edu