

How to Donate



General Process

- ▶ Step 1: Select your donation method—check, credit card, or wire transfer.
- ▶ Step 2: Follow the instructions below for your respective donation method.
- ▶ Step 3: After donating, **please notify us about your donation** via email (latterdaysaints@mail.law.harvard.edu).
 - ▶ Because donations take up to 8 weeks before they actually make it into our student account, this ensures we have an accurate accounting of future funds for planning purposes. Also, we want to thank you!

Donation by Check

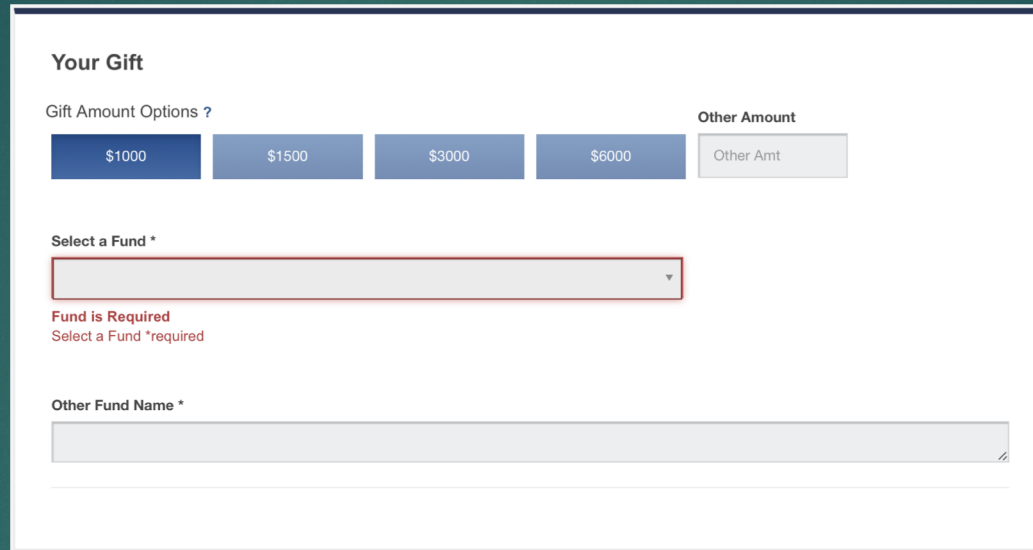
- Made out to: PRESIDENT AND FELLOWS OF HARVARD COLLEGE
- Ensure check's memo includes mention of "The Harvard Law Latter-day Saints."
- All checks must be processed by the Office of Community, Engagement, Equity and Belonging.
 - Send checks directly to:

The Harvard Law Latter-day Saints
Attn: Allison Patenaude
Harvard Law School – Office of Community, Engagement, Equity and Belonging
1585 Massachusetts Ave., WCC 3rd Floor, Suite 3039
Cambridge, MA 02138

- Email CEEB (ceeb@law.harvard.edu) to give them notice, clarify the money is a donation to HLLDS, and receive answers to questions you might have.



Donation by Credit Card



The screenshot shows a donation form titled "Your Gift". It features a "Gift Amount Options ?" section with buttons for \$1000, \$1500, \$3000, and \$6000, and an "Other Amount" section with an "Other Amt" button. Below this is a "Select a Fund *" dropdown menu, which is currently empty. A red error message "Fund is Required" and "Select a Fund *required" is displayed below the dropdown. At the bottom, there is an "Other Fund Name *" text input field.

- Follow the instructions on:
<https://community.alumni.harvard.edu/give/68521946>
- Ensure “The Harvard Law Latter-day Saints” is entered in the Other Fund Name field.
- Email CEEB (ceeb@law.harvard.edu) to give them notice of the donation and receive answers to any questions you may have.



Donation by Wire Transfer

- Follow the instructions on:
<https://hls.harvard.edu/content/uploads/2021/09/Harvard-Bank-Wire-Instructions-CEEB.pdf>
 - A copy of the wire transfer instruction form is also attached below.
- Ensure “The Harvard Law Latter-day Saints” is entered in the memo field.
- In addition to the email addresses listed in the form, feel free to email CEEB (ceeb@law.harvard.edu) to give them notice of the donation.



Important Forms

- ▶ See below for:
 - ▶ Wire Transfer Instructions form
 - ▶ W-9 Tax form





President and Fellows of Harvard College
Alumni and Development Services

124 Mount Auburn Street, Cambridge, MA 02138
617-495-1750 ADS@harvard.edu

**BANK WIRE INSTRUCTIONS FOR CHARITABLE GIFTS ONLY 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:	HLS/CEEB, [Add Donor Last Name], [Add Gift Designation]

IMPORTANT - To ensure accurate handling, donors should send a confirmation email to ADS@harvard.edu and DonorServices@law.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?

UPDATED BY HLS: 9/17/2021

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PRESIDENT AND FELLOWS OF HARVARD COLLEGE		
2	Business name/disregarded entity name, if different from above Harvard University		
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)3 Corporation		
5	Address (number, street, and apt. or suite no.) See instructions. 1033 Massachusetts Ave, 2nd Floor		Requester's name and address (optional)
6	City, state, and ZIP code Cambridge, MA 02138		
7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
0	4	-	2	1	0	3	5	8	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/2/19
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Thank you for your support!



THE HARVARD LAW
LATTER-DAY SAINTS

A CHAPTER OF THE J. REUBEN CLARK LAW SOCIETY