

Making Gifts to Cambridge in America

There are several ways to give to Cambridge in America: Cash or Check; Credit Card; Wire Transfer; Securities; and Gifts in Kind. It is also possible to make a pledge of a future gift. The following information details ways of giving each of these gifts, and gives examples of the specific wording that should be used in writing a cover letter, detailing your wishes for the allocation of the gift. In case of any questions, please contact the Gifts Manager at Cambridge in America at (212) 984-0969.

1. Checks

Please make your check payable to “**Cambridge in America**” and send it to:

*Cambridge in America
P.O. Box 9123 JAF BLG
New York, NY 10087-9123*

2. Credit Card Donations (Visa /MasterCard/ AMEX)

For donations made via credit card, the following information is required:

Credit Card Type
Name as it appears on the Card
Credit Card Number
Expiration Date
Billing Address
Amount Charged

Please note that credit card information should only be relayed by phone, fax, or post and never by email. Please send credit card donations to the address listed above.

Giving a Credit card donation via Cambridge in America’s Website

Please visit www.cantab.org if you would like to make a donation online.

3. Wire Transfer

For wire transfer, our bank account details are as follows:

ABA/Routing Number: 021000021
Account Number: 590132210

This account is with JP Morgan Chase, located in New York. If there are questions, please contact Angi Parks, Gifts Manager for Cambridge in America, at (212) 984-0969.

Please be sure to include a reference on the wire transfer, so that we may know who it is from and where it is to be allocated, and may process it correctly.

4. Appreciated Securities

For electronic transfer of appreciated securities, our account details at Wachovia Securities, Inc. are as follows:

DTC Number: 0141
Account Number: 11233300
Our broker is Mr. Ludington Sells
Wachovia Securities, Inc.
104 Church Street SE
Leesburg, VA 20175
Tel: 1-800-888-3803

5. Gifts in Kind and Gifts of Real Estate

If the value of your gift is less than \$5,000.00, you may provide a valuation. However, if the value is more than \$5,000.00, a third party appraisal is required. Please contact the Gifts Manager at (212) 984-0969 so that we may proceed with the handling of your gift.

6. Making a Pledge to Cambridge in America

The University recognizes that some people may wish to help the campaign in the future. In this case, please pledge your support in writing, with details about where you would like for your gift to be allocated, and send it to:

Cambridge in America
P.O. Box 9123 JAF BLG
New York, NY 10087-9123
Fax: (212) 984-0970

The letter of intent should include:

- The total value of the pledge
- The date on which the gift will be made or payments received

Proper Wording of Cover Letters

Draft notification letters are attached. On receiving your gift Cambridge in America will send you an acknowledgement letter. This should be retained for your tax records, as it fulfills the substantiation requirements that must be met in order to deduct your contribution.

For your information, Cambridge in America's Federal Identification Number is 52-6071299 for tax deductibility under Section 501 (c)(3) of the Internal Revenue Code.

This is a sample cover letter to Cambridge in America. The three underlined sections indicate three different wording options.

It is important that you let us know your recommendation for the allocation of your gift, so that we may proceed fully aware of your intentions.

Date

Cambridge in America
PO Box 9123 JAF BLG
New York, NY 10087-9123

Dear :

Please find enclosed a check for \$----- [dollar equivalent of gift]

or Today I will be transferring the sum of \$ -----

or Today I will be transferring ----- shares of ----- to the account of Cambridge in America.

This is an unrestricted contribution.

Though not a condition of my gift, I wish to convey to the Board of Directors of Cambridge in America my hope that consideration will be given to allocating this contribution to _____ to support _____. I understand, however, that Cambridge in Americas' use of the funds is within the sole and absolute discretion of the Cambridge in America Board, including the right to allocate it for charitable purposes at Cambridge University or at other institutions that qualify as charitable, scientific, literary, or educational within the meaning of Internal Revenue Code of Section 501(c)(3).

I am pleased to be able to support the charitable objectives of Cambridge in America and wish you the very best in your work.

Yours sincerely,

[Donor's name]

If you are giving a gift of stock or securities, the following letter is an example of one that may be sent to your broker. Additionally, please notify Cambridge in America that you are making a gift of stock, so that it may be processed and allocated correctly upon receipt.

Date

Broker's address

Dear ,

I wish to make an irrevocable gift of n shares of x stock to Cambridge in America.

Please electronically transfer the shares from my account to the account of Cambridge in America at Wachovia Securities, Inc.

The account information is as follows:

DTC Number: 0141
Account Number: 11233300

The contact at Wachovia Securities, Inc. is Mr. Ludington Sells:

Wachovia Securities, Inc.
20 South King Street
Leesburg, VA 20175

Tel: 1 800 888-3803

Yours sincerely,

[Donor's name]

cc: Gifts Manager
 Cambridge in America
 P.O. Box 9123 JAF BLG
 New York, NY 10087-9123