# Quick Guide for Giving to Your Fund

## What To Give

### Cash by Check

Make checks payable to “Community Funds, Inc.”

Write the fund name and number in the memo, and mail to:

Community Funds Inc  
P.O. Box 22472  
New York, NY 10087-2472  
or  
**Delivery Services Other than US Postal Service:**  
JPMorgan Chase – Lockbox Processing  
Attn: Community Funds Inc and 22472  
4 Chase Metrotech Center  
7th floor East  
Brooklyn, NY 11245

### Cash by Wire

**Step 1:** Ask your bank to make the transfer to:  
JPMorgan Chase Bank  
383 Madison Ave, New York, NY 10179  
ABA No. 021 000 021  
Account Name: Community Funds, Inc.  
Account Number: 134 757 998  
*Please reference the fund name and fund number.*

**Step 2:** Notify us of your gift. Let us know the amount and date you are planning to transfer so we can make sure it is received and properly credited. **We have no way of matching you with your gift unless you notify us.**

### Credit Card

Visit our secure CharityWeb site at  
[https://ssl.charityweb.net/nycommunitytrust](https://ssl.charityweb.net/nycommunitytrust)

**Raymond Salibur**  
Sr. Investment Administrator  
Email: [rps@nyct-cfi.org](mailto:rps@nyct-cfi.org)

### DTC Transfers of Securities

Most stock gifts can be delivered to our brokerage account through DTC. If you are uncertain whether your gift is eligible for DTC, please contact your broker or custodian bank.

**Step 1:** Ask your broker or custodian bank to deliver the shares to:  
Pershing LLC, DTC #0443  
Account Number: N7M100327  
Account Name: Community Funds, Inc.

**Step 2:** Notify us of the details of your gift:  
- Name of the security and number of shares  
- Fund name and number to receive the gift  
- Name of the broker or bank and contact person at the institution  

DTC identifies only the sending institution. **We have no way of matching you with your gift unless you notify us.**

### Other Securities

The following gifts require special instructions and may require special handling: **Mutual fund shares, stock certificates, bonds, or securities in dividend reinvestment plans.**

**Raymond Salibur**  
See above.

### Unusual Gifts

For more about unusual gifts, such as closely held stock, partnership interests, real estate, and art, please contact Carrie Trowbridge.

**Carrie Trowbridge,** Gen. Counsel  
Email: [carrietrowbridge@nyct-cfi.org](mailto:carrietrowbridge@nyct-cfi.org)

### Matching Gifts

Remember to check if your employer has a matching gift program—some also match gifts from spouses/retirees. Let us know if you expect your gift to be matched.

**Raymond Salibur**  
See above.

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**Updated 11/21**