Quick Guide for Giving to Your Fund



What to Give	How to Give	Contact
Giving 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 U.S. Postal Service: JPMorgan Chase – Lockbox Processing Attn: Community Funds, Inc. and 22472 4 Chase Metrotech Center 7th Floor East Brooklyn, NY 11245	Yaw Opoku, Sr. Accountant yopoku@thenytrust.org (212) 686-0010 x429 Please also email our accounts receivable at are@thenytrust.org.
Giving 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.	Yaw Opoku See above. *We have no way of matching you with your gift unless you notify us.
Credit Card & eCheck	Visit our secure FundraiseUp site at https://thenytrust.donorsupport.co/-/XYHJGQZZ	Yaw Opoku See above.
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.	Raymond Salibur Sr. Investment Administrator rsalibur@thenytrust.org (212) 686-0010 x455
	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.	Please also email our accounts receivable at are@thenytrust.org.
	 Step 2: Notify us of the details 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 further 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, General Counse ctrowbridge@thenytrust.org (212) 686-2563

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.

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