

# Quick Guide for Giving to Your Fund

What to Give	How to Give	Contact
<b>Giving by check</b>	<p>Make checks payable to “Community Funds, Inc.” Write the fund name and number in the check memo.</p> <p><b>For USPS, please mail checks to:</b> Community Funds, Inc. P.O. Box 22472 New York, NY 10087-2472</p> <p><b>For non-USPS services, please mail checks to:</b> JPMorgan Chase – Lockbox Processing Attn: Community Funds, Inc. and 22472 4 Chase Metrotech Center, 7th Floor East Brooklyn, NY 11245</p>	<p><b>Yaw Opoku, Sr. Accountant</b> yopoku@thenytrust.org (212) 686-0010 x429</p> <p>Please also email our accounts receivable at are@thenytrust.org.</p>
<b>Giving by wire</b>	<p><b>Step 1: Ask your bank to make the transfer to:</b> 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.</p> <p><b>Step 2: Notify us of your gift.*</b> Let us know the amount and date you are planning to transfer so we can make sure it is received and properly credited.</p>	<p><b>Yaw Opoku</b> See above.</p> <p><i>*We have no way of matching you with your gift unless you notify us.</i></p>
<b>Credit Card &amp; eCheck</b>	<p>Visit our secure FundraiseUp site at <a href="https://thenytrust.donorsupport.co/-/XYHJGQZZ">https://thenytrust.donorsupport.co/-/XYHJGQZZ</a></p>	<p><b>Yaw Opoku</b> See above.</p>
<b>DTC Transfers of Securities</b>	<p>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.</p> <p><b>Step 1: Ask your broker or custodian bank to deliver the shares to:</b> Pershing LLC, DTC #0443 Account Number: N7M100327 Account Name: Community Funds, Inc.</p> <p><b>Step 2: Notify us of the details your gift:*</b></p> <ul style="list-style-type: none"> <li>• Name of the security and number of shares</li> <li>• Fund name and number to receive the gift</li> <li>• Name of the broker or bank and contact person at the institution. DTC identifies only the sending institution.</li> </ul>	<p><b>Raymond Salibur</b> <b>Sr. Investment Administrator</b> rsalibur@thenytrust.org (212) 686-0010 x455</p> <p>Please also email our accounts receivable at are@thenytrust.org.</p> <p><i>*We have no way of matching you with your gift unless you notify us.</i></p>
<b>Other Securities</b>	<p>The following gifts require further instructions and may require special handling: <b>Mutual fund shares, stock certificates, bonds, or securities in dividend reinvestment plans.</b></p>	<p><b>Raymond Salibur</b> See above.</p>
<b>Unusual Gifts</b>	<p>For more about unusual gifts, such as closely held stock, partnership interests, real estate, and art, please contact Carrie Trowbridge.</p>	<p><b>Carrie Trowbridge, General Counsel</b> ctrowbridge@thenytrust.org (212) 686-2563</p>

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.