

QUICK GUIDE FOR GIVING TO YOUR FUND

WHAT TO GIVE	HOW TO GIVE	CONTACT
CASH BY CHECK	<p>Make checks payable to “Community Funds, Inc.” Write the fund name and number in the memo, and mail to:</p> <p>Community Funds, Inc. Attn: Jannette Andaluz 909 Third Avenue, 22nd Floor, New York, NY 10022</p>	<p>Jannette Andaluz, Financial Administrator Phone: (212) 686-0010 x429 Email: jan@nyct-cfi.org</p>
CASH BY WIRE	<p>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 <i>Please reference the fund name and fund number.</i></p> <p>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.</p>	<p>Jannette Andaluz See above.</p>
CREDIT CARD	<p>Visit our secure CharityWeb site at https://ssl.charityweb.net/nycommunitytrust</p>	<p>Jannette Andaluz See above.</p>
DTC TRANSFERS OF SECURITIES	<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>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.</p> <p>Step 2: Notify us of the details your gift:</p> <ul style="list-style-type: none"> • 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 <p>DTC identifies only the sending institution. We have no way of matching you with your gift unless you notify us.</p>	<p>Raymond Salibur, Sr. Investment Administrator Phone: (212) 686-0010 x455 Fax: (212) 532-8528 Email: rps@nyct-cfi.org</p>
OTHER SECURITIES	<p>The following gifts require special instructions and may require special handling: Mutual fund shares, stock certificates, bonds, or securities in dividend reinvestment plans.</p>	<p>Raymond Salibur See above.</p>
UNUSUAL GIFTS	<p>For more about unusual gifts, such as closely held stock, partnership interests, real estate, and art, please contact Jane Wilton.</p>	<p>Jane Wilton, General Counsel Phone: (212) 686-2563 Email: janewilton@nyct-cfi.org</p>
MATCHING GIFTS	<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.</p>	<p>Jannette Andaluz See above.</p>