# 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.
Attn: Jannette Andaluz
909 Third Avenue, 22nd Floor, New York, NY 10022

### 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

### 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 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
*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.

### UNUSUAL GIFTS
For more about unusual gifts, such as closely held stock, partnership interests, real estate, and art, please contact Jane Wilton.

### 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.

## HOW TO GIVE

### CONTACT

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<thead>
<tr>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Jannette Andaluz, Financial Administrator</td>
<td>(212) 686-0010 x429</td>
<td><a href="mailto:jan@nyct-cfi.org">jan@nyct-cfi.org</a></td>
</tr>
<tr>
<td>Jannette Andaluz</td>
<td>See above.</td>
<td></td>
</tr>
<tr>
<td>Raymond Salibur, Sr. Investment Administrator</td>
<td>(212) 686-0010 x455</td>
<td><a href="mailto:rps@nyct-cfi.org">rps@nyct-cfi.org</a></td>
</tr>
<tr>
<td>Jane Wilton, General Counsel</td>
<td>(212) 686-2563</td>
<td><a href="mailto:janewilton@nyct-cfi.org">janewilton@nyct-cfi.org</a></td>
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<td>Jannette Andaluz</td>
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