# QUICK GUIDE FOR GIVING TO YOUR FUND

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<th>WHAT TO GIVE</th>
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| **CASH BY CHECK** | Make checks payable to the “Long Island Community Foundation.” Write the fund name and number in the memo, and mail to: | Marie Smith  
Donor Relations  
msmith@licf.org  
(631) 991-8800, ext 223 |
| | The Long Island Community Foundation  
900 Walt Whitman Road, Suite 205  
Melville, NY 11747  
 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. | Marie Smith  
See above. |
| **CREDIT CARD** | Visit our secure CharityWeb site at  
https://ssl.charityweb.net/nycommunitytrust | Marie Smith  
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.  
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  
DTC identifies only the sending institution. We have no way of matching you with your gift unless you notify us. | Raymond Salibur,  
Sr. Investment Administrator  
Email: rps@nyct-cfi.org |
| **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 Jane Wilton. | Jane Wilton, General Counsel  
Email: janewilton@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. | Marie Smith  
See above. |

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