

# QUICK GUIDE FOR GIVING TO YOUR FUND

| WHAT TO GIVE                       | HOW TO GIVE   | CONTACT  |
|------------------------------------|---|--|
| <b>CASH BY CHECK</b>               | <p>Make checks payable to the “Long Island Community Foundation.” Write the <u>fund name and number</u> in the memo, and mail to:</p> <p><b>The Long Island Community Foundation</b><br/>900 Walt Whitman Road, Suite 205<br/>Melville, NY 11747</p> <p>or</p> <p><b>Delivery Services Other than US Postal Service:</b><br/>JPMorgan Chase – Lockbox Processing<br/>Attn: Community Funds Inc and 22472<br/>4 Chase Metrotech Center, 7th floor East<br/>Brooklyn, NY 11245</p>  | <p><b>Marie Smith</b><br/><b>Donor Relations</b><br/><i>msmith@licf.org</i><br/>(631) 991-8800, ext 223</p>                              |
| <b>CASH BY WIRE</b>                | <p><b>Step 1: Ask your bank to make the transfer to:</b><br/>JPMorgan Chase Bank<br/>383 Madison Ave, New York, NY 10179<br/>ABA No. 021 000 021<br/>Account Name: Community Funds, Inc.<br/>Account Number: 134 757 998<br/><i>Please reference the fund name and fund number.</i></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. <b>We have no way of matching you with your gift unless you notify us.</b></p>   | <p><b>Marie Smith</b><br/>See above.</p>   |
| <b>CREDIT CARD</b>                 | <p>Visit our secure CharityWeb site at<br/><a href="https://ssl.charityweb.net/nycommunitytrust">https://ssl.charityweb.net/nycommunitytrust</a></p>  | <p><b>Marie Smith</b><br/>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><br/>Pershing LLC, DTC #0443<br/>Account Number: N7M100327<br/>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</li> </ul> <p>DTC identifies only the sending institution. <b>We have no way of matching you with your gift unless you notify us.</b></p> | <p><b>Raymond Salibur,</b><br/><b>Sr. Investment Administrator</b><br/>Email: <a href="mailto:rps@nyct-cfi.org">rps@nyct-cfi.org</a></p> |
| <b>OTHER SECURITIES</b>            | <p>The following gifts require special 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><br/>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 Jane Wilton.</p>   | <p><b>Jane Wilton, General Counsel</b><br/>Email: <a href="mailto:janewilton@nyct-cfi.org">janewilton@nyct-cfi.org</a></p>               |
| <b>MATCHING GIFTS</b>              | <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><b>Marie Smith</b><br/>See above.</p>   |