

# 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> 900 Walt Whitman Road, Suite 205 Melville, NY 11747</p> <p>or</p> <p><b>Delivery Services Other than US Postal Service:</b> JPMorgan Chase – Lockbox Processing Attn: Community Funds Inc and 22472 4 Chase Metrotech Center, 7th floor East Brooklyn, NY 11245</p>	<p><b>Marie Smith</b> <b>Donor Relations</b> <i>msmith@licf.org</i> (631) 991-8800, ext 223</p>
<b>CASH 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 <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> See above.</p>
<b>CREDIT CARD</b>	<p>Visit our secure CharityWeb site at <a href="https://ssl.charityweb.net/nycommunitytrust">https://ssl.charityweb.net/nycommunitytrust</a></p>	<p><b>Marie Smith</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</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> <b>Sr. Investment Administrator</b> 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> 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>Carrie Trowbridge, Gen. Counsel</b> Email: <a href="mailto:carrietrowbridge@nyct-cfi.org">carrietrowbridge@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> See above.</p>