



## Greater Houston Community Foundation Gift receipts

Please notify GHCF regarding any incoming gift via:

- fax (713.333.2220) phone (713.333.2210) or email ([donorservices@ghcf.org](mailto:donorservices@ghcf.org))

It is GHCF's policy to sell securities on the day of receipt, if possible. However, securities cannot be sold until we have identified their source and the fund allocation. Please provide the following:

- Number of Shares and Security to be expected
- Name of Fund to ensure proper crediting of the proceeds

Type of gift	Instructions
To transfer cash by check	Mail to: Greater Houston Community Foundation 5120 Woodway Drive, Suite 6000 Houston, TX 77056
To transfer cash by wire	Wire To: JP Morgan Chase Bank, N.A Houston, TX ABA#: 021000021 For credit to: Greater Houston Community Foundation A/C#: 849170287
To transfer cash by ACH	Wire To: JP Morgan Chase Bank, N.A Houston, TX ABA#: 111000614 For credit to: Greater Houston Community Foundation A/C#: 849170287
To send stock, corporate bonds and other marketable securities	Deliver To: Morgan Stanley Smith Barney LLC DTC#: 0015 For credit to: Greater Houston Community Foundation A/C #: 283-895289-312