

**Please notify Greater Houston Community Foundation regarding any incoming gift via:**

**FAX:** 713-333-2220

**PHONE:** 713-333-2210

**EMAIL:** [donorservices@ghcf.org](mailto:donorservices@ghcf.org)

It is Greater Houston Community Foundation's policy to sell securities on the day of receipt, if possible. However, securities may not be sold until we have identified their source and the fund allocation.

Please provide the following when sending securities:

- 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 <b>by Check</b>	Mail To: Greater Houston Community Foundation 515 Post Oak Blvd., Suite 1000 Houston, TX 77027 (name of the fund in memo)
To transfer cash <b>by Wire</b>	Wire To: JP Morgan Chase Bank, N.A. Houston, TX ABA # 021000021 For credit to: Greater Houston Community Foundation A/C#: 849170287 For further credit to: (name of the fund)
To transfer cash <b>by ACH</b>	Wire To: JP Morgan Chase Bank, N.A. Houston, TX ABA # 111000614 For credit to: Greater Houston Community Foundation A/C#: 849170287 For further credit to: (name of the fund)
To send <b>stock, corporate bonds, and other marketable securities</b>	Deliver To: Morgan Stanley Smith Barney LLC DTC#: 0015 For credit to: Greater Houston Community Foundation A/C#: 283-895289-427 For further credit to: (name of the fund)