



GREATER HOUSTON
COMMUNITY FOUNDATION
Expanding Philanthropic Impact

2017 Year-End Giving Deadlines

We are here to help you with your year-end giving.

Check or Stock Certificate

Postmark on or before 12/31/17

Wire Transfer*

Deadline: 12/22/17

Instruct your financial institution to wire funds with a copy to donorservices@ghcf.org. Allow your financial institution 3-5 days for processing.

Securities*

Deadline 12/22/17

Submit a completed letter of instruction to the firm holding your stock and send a copy to donorservices@ghcf.org. Allow financial firm one week's notice for processing.

Mutual Funds*

Deadline: 12/8/17

Submit a completed letter of instruction to the firm holding the fund shares and send a copy to donorservices@ghcf.org.

Special Securities

Deadline: 12/1/17

Call the Donor Services Department if you need assistance with the following items: Private Stock, Tendered Stock, or Restricted Stock.

Grant Recommendations

Deadline: 12/11/17

Due to high volume, grants requested after this date might not reach their destination by the close of the year.

To Transfer Cash by Wire

Wire to:

JP Morgan Chase, N.A., Houston, TX

ABA# 021000021

For credit to: Greater Houston Community Foundation

A/C# 849170287

**Under IRS rules, cash or securities must be received into the GHCF account by 12/31/17 in order to be treated as a 2017 charitable gift. Please contact donorservices@ghcf.org to ensure your intended gift is properly credited.*