



Greater Houston Community Foundation Gift Instructions

Please notify GHCF regarding any incoming gift via:

- fax (713.333.2220) phone (713.333.2210) or email (donorservices@ghcf.org)

It is GHCF'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 by check	Mail To: Greater Houston Community Foundation 515 Post Oak Blvd., Suite 1000 Houston, TX 77027 <i>(name of the fund in memo)</i>
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 For further credit to: <i>(name of the fund)</i>
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 For further credit to: <i>(name of the fund)</i>
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 For further credit to: <i>(name of the fund)</i>