

# Gift Instructions

**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  Memo: <b>The CAZ Investments and Celebrate by Lisa Lou Charitable Giving Fund</b>
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: <b>The CAZ Investments and Celebrate by Lisa Lou Charitable Giving Fund</b>
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: <b>The CAZ Investments and Celebrate by Lisa Lou Charitable Giving Fund</b>
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: <b>The CAZ Investments and Celebrate by Lisa Lou Charitable Giving Fund</b>