



INSTRUCTIONS TO TRANSFER FUNDS TO NEW MEXICO COMMUNITY TRUST

New Mexico Community Trust – Federal Tax ID #: 85-4395064

If you are transferring stock, please notify the foundation of your gift. Banking privacy laws do not allow identification of donors or brokerage houses when a gift is made.

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| To transfer securities/stock: | Albuquerque Community Foundation Merrill Lynch Account # 433-04289 DTC # 8862 Merrill Lynch Contact: Billy Guppton 505.884.9812 *Please note the New Mexico Community Trust shares a Merrill Lynch Account with the Albuquerque Community Foundation |
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| To transfer cash: | US Bank 107002312 (ABA number) New Mexico Community Trust Account #156400845145 |
| Banking Institution Information: | US Bank Albuquerque, NM 87102 |

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| If mailing a check or issuing an IRA Qualified Charitable Distribution ("QCD"): Make check payable to New Mexico Community Trust In the memo section, please designate the name of the fund/cause you are supporting. | |
| Mail to: | New Mexico Community Trust 624 Tijeras Ave NW Albuquerque, NM 87102 |

For ALL transactions, please note: Due to privacy requirements, we are unable to access donor information through the financial agencies that process your transfer. Please provide us with the following information so that we may properly acknowledge and receipt your gift:

- Donor Name (s) – first and last
- Donor address/phone
- Designate the name of the fund (s) and the amounts for each fund
- Name of stock and number of shares transferring (approx. cash value)
- Amount of cash transfer

Please contact Nick Williams at the New Mexico Community Trust at 505.850.2399 or email him at nick@abqcf.org to report all wire and securities transfers prior to initiating the transactions, to ensure they are properly processed.