



INSTRUCTIONS TO TRANSFER FUNDS TO SANTA FE COMMUNITY FOUNDATION

Santa Fe Community Foundation – Federal Tax ID #: 85-0303044

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.

To transfer securities/stock:	Santa Fe Community Foundation Fidelity Account # 658-044303 DTC Clearing # 0226
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To transfer cash:	Enterprise Bank and Trust #081-006-162 (ABA number) Santa Fe Community Foundation Account # 00-423076-01
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Banking Institution Information:	Enterprise Bank and Trust 301 Griffin St. Santa Fe, NM 87501
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If you need additional help with the delivery process only. You can contact Marisa Ornales at Enterprise Bank and Trust mornales@enterprisebank.com or 505.954.1731	
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If mailing a check: Make check payable to Santa Fe Community Foundation In the memo section, please designate the name of the fund/cause you are supporting.	
Mail to:	Santa Fe Community Foundation PO Box 1827 Santa Fe, NM 87504-1827

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 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 Diane Addis at the Santa Fe Community Foundation at 505.988.9715 or email her at giving@santafecf.org to report all wire and securities transfers prior to initiating the transactions to ensure they are properly processed.