



Community Fund Ohio  
 17900 Jefferson Park, Suite 102 • Middleburg Heights, OH 44130  
 Phone: 216.736.4540 • Fax: 216.867.9783  
 www.communityfundohio.org

### Deposit Instructions

Please make the deposit check payable to “**Community Fund fbo [Beneficiary's Full Name]**” and include the Agreement Number on the memo line. Please mail the deposit to Community Fund Ohio, Attn: Deposits, 17900 Jefferson Park, Suite 102, Middleburg Heights, OH 44130.

Community Fund Ohio strongly recommends that time sensitive deposits be submitted by cashier’s check or money order instead of a personal check to ensure the funds are withdrawn from the sender’s account within the expected timeframe. Community Fund Ohio does not make daily deposits.

Deposits will be reflected on the account statement and by your canceled check. Community Fund Ohio can also provide a receipt if requested. We recommend including our deposit slip with all check deposits. Our deposit slip is at the bottom of this handout and on our website.

Please contact one of our Trust Development Coordinators at 216.736.4540 or [joinderanddeposit@communityfundohio.org](mailto:joinderanddeposit@communityfundohio.org) if you have questions about our deposit process.

#### Community Fund Ohio Deposit Slip

Please complete and remit with the deposit check to:

*Community Fund Ohio, Attn: Deposits, 17900 Jefferson Park, Suite 102, Middleburg Heights, OH 44130*

Deposits cannot be made directly to the Trustee. All deposits must be made payable to and mailed to Community Fund.

**Community Fund Agreement No.:** \_\_\_\_\_

**Beneficiary’s Full Name:** \_\_\_\_\_

**Check Number:** \_\_\_\_\_

**Check Date:** \_\_\_\_\_

**Check Amount:** \_\_\_\_\_

**Deposit Type: (choose one)**       Return of unused distribution       Check Deposit

*NOTE: Assets owned by a beneficiary should not be deposited in a Master Trust*

**Receipt Request: (choose one)**       No Receipt required

Email Receipt to: \_\_\_\_\_

Mail Receipt to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\*FOR COMMUNITY FUND OHIO USE ONLY\*\*\*\*\***

**Date Check Received:** \_\_\_\_\_

**Date of Deposit:** \_\_\_\_\_

**Date Optional Receipt Was Sent:** \_\_\_\_\_

**Processed By:** \_\_\_\_\_