



COMMUNITY FUND  
OHIO

## Special Notice: Change in Holiday Schedule

Community Fund Ohio will be closed from Monday, December 23, 2024, at 3:30 pm until Friday, January 3, 2025, at 8:30 am. Our staff will not be working and will not have access to email, mail, voicemail, or faxes during this time.

Please note the following deadlines for year-end processing:

<u>Item</u>	<u>Due Date</u>
Distribution Request*	November 1, 2024
Beneficiary Resource Record*	November 1, 2024
Any distribution related item*	November 1, 2024
New Joinder Application with or without deposit**	December 13, 2024, at 3:00 pm
Deposit for Existing Sub-Account	December 19, 2024, at 3:00 pm

\* Community Fund will continue to process distribution requests as they are received; however, forms must be received by Community Fund no later than November 1, 2024, to guarantee a distribution check will be issued before December 19, 2024.

\*\* Community Fund will continue to review completed Joinder Applications in the order in which they are received until 3:00 pm on December 23, 2024, subject to staff availability and volume, but we cannot guarantee the Joinder Application or corresponding deposit will be made in December if received after December 13, 2024.

Please visit our website to view our other scheduled closures.

Posted to website: March 21, 2024