

# DONOR-ADVISED FUND GIFT INSTRUCTIONS

Follow these easy steps to make your outright DAF grant for the  
*Called to Flourish: Our Church for the Future* campaign.

**1. Contact your fund administrator** to request a distribution or access the distribution form on your administrator's website.

**2. Complete your Distribution Form**

- **Please use our legal name and federal tax ID**

Legal name: Catholic Community Foundation

Address: 1404 E. 9th Street, Cleveland, OH 44114

Tax ID: 34-1908579

Designated for: *Called to Flourish* campaign

- **Make the check payable to: Catholic Community Foundation – *Called to Flourish* campaign**
- Instruct your fund administrator to include “Called to Flourish campaign” on the memo line or check stub.

**3. Instruct your fund administrator to send the check to:**

Catholic Community Foundation

*Called to Flourish Campaign Office*

1404 E. 9th Street

Cleveland, OH 44114

**4. Kindly let the campaign office know to expect your gift.**

Please call **216-902-1300** or email [calledtoflourish@catholiccommunity.org](mailto:calledtoflourish@catholiccommunity.org) to let the campaign office know the **amount of your gift, designation, crediting (if applicable), and the issuing entity.**

This information helps us ensure your gift is properly allocated and that you and your parish are properly credited for your generosity. If you are trying to submit your DAF grant for the current tax year, it is best to submit your request before December 1.

**Questions?** Please contact Kim Haskins at **216-696-6525 x1670** or [khaskins@catholiccommunity.org](mailto:khaskins@catholiccommunity.org) to discuss using your donor-advised funds.

This information is not intended as legal, tax, or financial advice. Please consult your attorney or financial advisor regarding your individual circumstances.



CALLED to  
**FLOURISH**  
OUR CHURCH FOR THE FUTURE