



## Community Fund Management Foundation

### 2019 Holiday Schedule

Event	Date	Closure Time
New Year's Eve	Monday, 12/31/18	12:30 p.m.
New Year's Day	Tuesday, 1/1/19	All Day
Martin Luther King Jr. Day	Monday, 1/21/19	All Day
Presidents' Day	Monday, 2/18/19	All Day
Good Friday / Easter	Friday, 4/19/19	12:30 p.m.
Memorial Day	Monday, 5/27/19	All Day
Summer Closure	Wednesday, 7/3/19	12:30 p.m.
Independence Day	Thursday, 7/4/19	All Day
Labor Day	Monday, 9/2/19	All Day
Columbus Day	Monday, 10/14/19	All Day
Veterans Day*	Monday, 11/11/19*	CFMF is open*
Day Before Thanksgiving**	Wednesday, 11/27/19**	12:30 p.m.**
Thanksgiving**	Thursday, 11/28/19**	All Day**
Day After Thanksgiving**	Friday, 11/29/19**	All Day**
Christmas Eve	Tuesday, 12/24/19	All Day
Christmas	Wednesday, 12/25/19	All Day
Winter Closure	Thursday, 12/26/19	All Day
New Year's Eve	Tuesday, 12/31/19	12:30 p.m.
New Year's Day	Wednesday, 1/1/20	All Day

CFMF reviews Joinder Agreements on the business day it is received if the Joinder Agreement is received on or before 4:00 p.m. except that the Joinder Agreement must be received by 9:00 a.m. on the last joinder processing day of the month. If you have concerns regarding the timing of the acceptance of a Joinder Agreement, please call our Administrative Office at 216/736-4540 and ask to speak to someone in the Joinder Department.

CFMF and Equity Trust Company, Trustee, deposit checks based on a schedule agreed to by CFMF and Equity and typically occurs twice per week. As indicated in our Deposit Instructions, CFMF and Equity do not deposit checks daily. If you have concerns regarding the timing of a deposit, please call our Administrative Office at 216/736-4540 and ask to speak to someone in the Deposits Department. CFMF will not deposit a check that is submitted with a Joinder Agreement until after CFMF has approved the Joinder Agreement.

We recommend that all Joinder Agreements and deposits be submitted to CFMF as early in the month as possible.

\*While CFMF is open, this is a federal holiday and therefore we will not be able to process any incoming or outgoing mail or make deposits.

\*\*Any Joinder Agreement or check that requires processing in November 2019 must be received by CFMF no later than 4:00 p.m. on Tuesday, November 26, 2019 as CFMF will be closed November 27 – December 1, 2019.

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