



A Foundation of  
Philanthropic Funds

November 4, 2022

Frequently Asked Questions

## FJC's New Office

### What is FJC's New Address?

225 West 39<sup>th</sup> Street, 12<sup>th</sup> Floor

New York, NY 10018

There has been no change to our phone number, fax, or email address.

### Why is FJC moving again?

We are thrilled to be moving into a permanent office after being at our temporary space at Jay Suites on 34<sup>th</sup> Street since summer of 2021. Even before the pandemic, FJC had been planning for some time to seek new permanent office when the lease expired at our longtime office at 520 Eighth Avenue earlier last year. During the Covid pandemic, we transitioned to a fully remote operating environment, so the temporary space at Jay Suites allowed us to continue some in-person operations (like scanning and depositing checks) while we took the time to find the right spot.

We are excited that we have achieved our goal to return to a space that provides a more welcoming environment for donors and other stakeholders, and which is more conducive to the increasingly collaborative and cross disciplinary work of our staff.

### How will FJC's operations be affected?

We will largely be operating the same as before, but you should see some improvements in our ability to deposit paper checks more quickly. We continue to encourage donors to transition to electronic contributions (by wire and ACH), and we will continue to suggest that grantee organizations sign up for e-payments.

### I mailed a check to your old address. What do I do?

We have instituted mail forwarding at the US Post Office, which should direct all mail from our old address to our new address. We will also be routinely checking our mail at our 31 West 34<sup>th</sup> Street address until November 30, 2022 when our lease expires. We have asked the building managers at 34<sup>th</sup> Street to hold any mail for us after that time.



Please note that if your envelope was postmarked by December 31, 2022, the IRS will consider your contribution eligible for tax deduction in 2022, even if it is delayed in reaching us. Please also refer to this recent posting about [key year-end dates](#) for FJC account holders.

If you're concerned about the timing, please notify us and we'll work with you on a solution. We highly encourage electronic methods of contributions and payments (wire, ACH, etc).

### **How's the new space? Can I visit?**

Yes, we welcome visitors to our new office! We are conveniently located just south of Times Square, near Bryant Park and public transit, including Penn Station and the Port Authority. It's a bright, sunlit space on the 12<sup>th</sup> floor, with offices and a conference room where we can host groups of up to twenty people. We look forward to introducing you to our dedicated staff and being a regular point on your itinerary as you come back to a vibrant midtown theater district.

Like many businesses, we are returning to the office in a hybrid model, generally in the office Tuesdays, Wednesdays, and Thursdays. We will require all visitors to the office to provide proof of vaccination at the time of their visits.

Please reach out via [FJC@FJC.org](mailto:FJC@FJC.org) to schedule an appointment.

