

## Transfer Instruction Letters for Qualified IRA Gifts to Princeton

### 1. Sample Request from IRA Account Owner (Donor) to IRA Administrator for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # [Account Number].

Please send me the appropriate forms to issue a check or wire transfer from my IRA account in the amount of \$\_\_\_\_\_ payable to ***The Trustees of Princeton University***, (tax identification number 21-0634501), as follows:

*For payment by check, mail to:*

Trustees of Princeton University  
Attn: Helen Hardy  
Alumni and Donor Records  
P. O. Box 5357  
Princeton, NJ 08543-5357

*By Domestic Wire Transfer:*

Bank: PNC Bank New Jersey  
8800 Tincum Avenue  
Philadelphia, PA 19153  
ABA Number: 031207607  
Acct Number: 80-0117-7373

In your transmittal to the Trustees of Princeton University, please reference my name and address as the donor of record in connection with this transfer, and copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at (telephone).

Thank you for your assistance in this matter.

Sincerely,

[IRA Account Owner]

## 2. Sample Letter from Donor Informing Princeton of Forthcoming Qualified Charitable Distribution from IRA Administrator

Princeton University  
Attn: Helen Hardy  
Alumni and Donor Records  
P. O. Box 5357  
Princeton, NJ 08543-5357

Dear Helen:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to The Trustees of Princeton University in the amount of \$ \_\_\_\_\_ from my plan trustee/administrator, [name and contact number for IRA Administrator]. This gift is to be allocated towards [the Class of 19\_\_ Annual Giving Campaign/capital purpose].

Accordingly, upon your receipt of payment from my custodian/administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift, that no goods or services were provided to me by Princeton University in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at [telephone].

Sincerely,

[Donor name]