

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 # _____.

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: Marc Robb
Alumni and Donor Records
P. O. Box 5357
Princeton, NJ 08543-5357

By Domestic Wire Transfer:

Bank Routing Number: 021000021
SWIFT Code: CHASUS33
General Bank Reference Address:
JPMorgan Chase New York, NY 10017
Account Number: 20000043488775
Account Name: The Trustees of Princeton University

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 _____.

Thank you for your assistance in this matter.

Sincerely,

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

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

Dear Marc:

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, _____, _____. This gift is to be allocated towards _____.

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 _____.

Sincerely,
