



Advancement  
PO Box 370  
Collegedale, TN 37315  
Phone: (423) 236-2829  
Fax: (423) 236-1829  
[www.southern.edu/give](http://www.southern.edu/give)

## Delivery Instructions for IRA direct Transfer

### Donation Information

Name(s) of donor(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

In memory or in honor of (if applicable, circle one): \_\_\_\_\_

Mail notice of tribute to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Gift Amount: \_\_\_\_\_

Fund/Designation: \_\_\_\_\_

IRA Custodian: Coming from (Bank name): \_\_\_\_\_

### Choose one:

This gift is a Qualified Charitable Distribution (**QCD**). I will need a **special** receipt stating this to submit with my taxes.

I will be taxed on this distribution. I will need a charitable donation receipt.

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### Method of Gift: IRA Transfer

**To give from your IRA:** A check may be sent from your IRA custodian, directly to Southern Adventist University at:

Southern Adventist University  
Advancement  
PO Box 370  
Collegedale, TN 37363

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|------------------------------------|
| <b>Our tax ID #:</b><br>62-0536733 |
|------------------------------------|

### Notify Advancement:

1. Please return this completed form to Southern Adventist University – Advancement at the address listed above or email to [advancement@southern.edu](mailto:advancement@southern.edu).
2. Also, call us at (423) 236-2829 to advise us of the transfer as we may receive it before this form is received in our office.