

IRA QCD Gifts

Please notify Willamette University of your plans to send an IRA Gift so that we may properly acknowledge and credit your gift.

Step # 1 Inform us of your plans to make an IRA QCD gift. Information we need:

- Your Name
- Amount of gift
- Name of your IRA administrator (ex. USAA, Fidelity, Vanguard etc.)
- **Gift designation (purpose)**

Step # 2 Contact your IRA Administrator to initiate a gift. Request that your gift be sent directly to our lock box:

- Willamette University
PO Box 24146
Seattle, WA 98124
- **Please instruct your IRA administrator to add your name to the reference field**

Step # 3 Please send information about your gift to:

- Email: gift-processing@willamette.edu

Thank you, we appreciate your generosity. We will be in touch with you when your gift is received.