

# IRA Charitable Rollover Instructions



## IMPORTANT FOR YEAR END

If you plan to make a gift from your IRA checkbook and want it to count as a qualified charitable deduction in 2023, the check must be received AND deposited by Friday, Dec. 29. Please mail to the following address to ensure a deposit is made upon receipt: University of St. Thomas, P.O. Box 64947, St. Paul, MN 55164-0947

Checks directly from your IRA plan provider must be postmarked by Sat., Dec. 30.

## How to make an IRA Charitable Rollover Gift to University of St. Thomas

### Just two easy steps:

#### 1 Contact your IRA plan administrator

and request that a “qualified charitable distribution” be made from your account to “University of St. Thomas.” Often, a request form is available through your plan administrator's website.

You plan administrator will need our tax ID and address:  
**University of St. Thomas**  
**P.O. Box 64947**  
**St. Paul MN 55164-0947**  
**ID #41-0693970**

If possible, on the form's comment or notes section, please indicate any specific instructions as to where you would like your gift directed at St. Thomas.

If your plan administrator provided you with a personal IRA checkbook, you may use that to make your gift.

#### 2 Save your documentation

You will receive an acknowledgment from the University of St. Thomas that you can use to substantiate your contribution as a qualified charitable distribution and show that your contribution qualifies as a tax-free distribution from your IRA.

You will not be able to claim a separate income-tax charitable deduction for this contribution. However, the withdrawal from your IRA to charity will be tax-free because it is not included in your adjusted gross income.

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**For more information, please call our Planned Giving office at (651) 962-6945.**

#### REMEMBER:

The distribution must be made from the IRA directly to St. Thomas. Do not allow the distribution to be made payable to you.

You must be age 70½ or older at the time the distribution is made.

The distribution must be made from an Individual Retirement Account (IRA), not from any of the other types of retirement plans, such as 401(k) or 403(b). However, it may be possible to make a tax-free transfer from those types of accounts to an IRA, from which a charitable rollover can then be made. Please consult with your financial adviser for details.

**Thank you for considering a gift to support St. Thomas students!**