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## 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: [giffprocessing@willamette.edu](mailto:giffprocessing@willamette.edu)