



Advancement
PO Box 370
Collegedale, TN 37315
Phone: (423) 236-2829
Fax: (423) 236-1829
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.

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 37315

Our tax ID #: 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.
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.