**Transferring Funds from your IRA to Marquette University**

**STEP ONE:** Contact your IRA custodian and inform them of your intent to make a distribution from your IRA account to Marquette University. Provide them with your account number and the amount you would like to transfer. **The administrator must make the check payable to Marquette University** and it can be mailed directly to the following address:

- Marquette University Advancement  
  Attn: Emily Hernandez  
  1250 West Wisconsin Avenue, Suite 421  
  P.O. Box 1881  
  Milwaukee, WI 53201-1881

Alternately, the funds may be wired to Marquette University. Following is the routing information:

- **Bank:** Town Bank  
- **Acct. Name:** Marquette University  
- **ABA #:** 075917843  
- **Acct #:** 0000145651  
- **Contact/Phone Number:** Sarah Grooms / 262-369-8809

**STEP TWO:** It is important that you notify us that you have requested a charitable distribution. Please let us know the following information:

- Name and contact information of IRA Plan Administrator  
- Dollar ($) amount of transfer  
- Where you would like your gift directed, for example, scholarship support or a specific College.

Please send to the address above or to emily.hernandez@marquette.edu. Emily’s phone number is (414) 288-7346 if you or your IRA administrator have any questions. Once we receive the check from your IRA administrator, Marquette will provide a written acknowledgment of your gift in accordance with the provisions of the applicable law.

Thank you for your support of Marquette University!

**REMINDER:** The law does not allow a donor to receive any personal benefits, such as basketball priority points, in connection with an IRA gift.