

## 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](mailto: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.