

IRA TRANSFER NOTIFICATION FORM

To notify Xavier University of Louisiana of a charitable distribution directly from your IRA

Send completed form to:

Xavier University of Louisiana
Office of Institutional Advancement
1 Drexel Drive Box 66
New Orleans, LA 70125
Fax: 504-520-7915
Email: ia@xula.edu

Date: _____

I have requested that my IRA custodian/administrator, _____,
make a qualified charitable distribution from my Individual Retirement Account to Xavier University of
Louisiana in the amount of \$ _____.

Upon receipt of the transfer from my IRA, please send me a written acknowledgment that confirms the
amount of my gift; that no goods or services were transferred to me in consideration of my gift; and that
my gift will not be placed in a donor-advised fund nor a supporting organization.

Please allocate my gift to the following purpose:

- Unrestricted/ Greatest Need
- Restricted (particular fund or purpose- e.g., scholarships, departmental, etc.)

(If this gift is Restricted or a payment on an existing pledge, please indicate this in the space above).

Signature: _____ Date: _____

Donor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

CIRCULAR 230 NOTICE: Any statements contained herein are not intended or written to be used, and cannot be used by the recipient or any other taxpayer, for avoiding penalties that may be imposed by federal tax law.

Please call (504)520-7575 if you have any questions or email ia@xula.edu.

Xavier University of Louisiana, Office of Institutional Advancement
1 Drexel Dr., Box 66, New Orleans, LA 70125

www.xula.edu

Xavier University of Louisiana is a 501(c)3 organization.