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 the check can be mailed directly to the following address:

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

If you are interested in making a gift by wire transfer, contact us at 833-684-0455 or uagiftservices@marquette.edu. For wire instructions on receiving foreign currency, contact either Teng Vang, Director of Treasury Services at (414) 288-7479 or Lisa Xiong, Treasury Services Analyst at (414) 288-3739.

STEP TWO: It is important to 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 School/College)

Please send to the address above or to jose.saenz@marquette.edu. Jose'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.