

INSTRUCTIONS FOR IRA ROLLOVER DONATIONS

CASH WIRE TRANSFER OF IRA FUNDS:

- ❑ Contact your IRA plan administrator via phone and tell them of your intent to make this gift.
- ❑ The following information is what your plan administrator may need about Catholic Church Extension Society:

**J.P. Morgan Chase Bank
10 S. Dearborn St.
Chicago, IL 60603
ABA: 021-000-021
Account Number: 816370746
Name: Catholic Church Extension Society of the USA
Reference: [Donor Name]**

- ❑ Ask your plan administrator to include your full name on all correspondence
- ❑ Our Tax Identification #: 36-6000520

TO SEND A CHECK USING IRA FUNDS:

- Call your plan administrator and ask them to send a check, made payable to Catholic Church Extension Society, in the amount of your gift to:

**Catholic Church Extension Society
150 S. Wacker Drive
20th Floor
Chicago, IL 60606**

- Please have your plan administrator, or you, call Melissa Babcock at 312-795-6043 to identify the amount being transferred for a timely acknowledgement from Fr. Jack J. Wall.

IMPORTANT: In order for IRA fund gifts to avoid being considered taxable income, they must be given directly to charity. You should not have your administrator issue a check to you and then send the donation to Catholic Extension, the check or transfer must be made directly to Catholic Extension.

**IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT
Melissa Babcock at (312) 795-6043
mbabcock@catholicextension.org**