

IRA CHARITABLE ROLLOVER INSTRUCTIONS

Thank you for considering a charitable gift to Carnegie Mellon University from your IRA account. Under federal tax law, a taxpayer age 70½ or older may make charitable distributions directly from his or her IRA to CMU without incurring taxable income ("rollover" gift). The gift must come directly from the taxpayer's IRA administrator to the university and can satisfy all or some portion of the taxpayer's required minimum distribution for the year. While there is no charitable deduction for such a gift, the taxpayer avoids payment of income tax on the required minimum distribution that would otherwise be paid to the taxpayer. The total of a taxpayer's rollover gifts in any one year cannot exceed \$100,000. The taxpayer's spouse can make an additional rollover gift of up to \$100,000 from his or her IRA (assuming the spouse otherwise meets the requirements detailed above).

On the following pages, we provide form letters you may use to notify your IRA Administrator of your intention to make a charitable distribution from your IRA to CMU. The transfer from your IRA Administrator may be made by check or wire transfer.

Your IRA Administrator may require other forms in addition to the attached correspondence. Please contact your IRA Administrator to ensure that all necessary steps are completed to finalize your charitable distribution. We also encourage you to consult with your tax advisor when considering this type of gift.

Please contact the Office of Gift Planning (412-268-5346; mickkoster@andrew.cmu.edu) at any time with any questions you may have or if you would like additional information.

IRA Charitable Rollover Instructions

IRA Charitable Distribution by Check

(Please note that the date of your gift is the date of the postmark on the envelope from your IRA Administrator.) For gift administration purposes, please forward a copy of the below letter of instruction to Shirley A. Moffat, Director of Gift Administration (address below).

Date

Address of IRA Administrator

Dear Sir or Madam:

Please accept this letter as authorization to make a charitable distribution from my Individual Retirement Account # _____.

Please issue a check made payable to **Carnegie Mellon University** (EIN 25-0969449) in the amount of \$ _____. This check should be sent to:

Shirley A. Moffat
Director of Gift Administration
Carnegie Mellon University
PO Box 371525
Pittsburgh, PA 15251-7525

These funds are to be used for _____.

In your transmittal letter to Carnegie Mellon University, please mention my name and address as the donor of record in connection with this transfer. Also, I would appreciate receiving a copy of the transmittal letter.

If you have any questions, I may be reached at: () ____ - ____.

Thank you for your prompt assistance with this transfer.

Sincerely,

(signature of IRA owner)

cc: Shirley A. Moffat

IRA Charitable Rollover Instructions

Charitable Distribution by Wire Transfer

(Please note that your gift date is the date that the funds are received in Carnegie Mellon's account.) For gift administration purposes, please forward a copy of the below letter of instruction to Shirley A. Moffat, Director of Gift Administration (address on page 2).

Date

Address of IRA Administrator

Dear Sir or Madam:

Please accept this letter as authorization to make a charitable distribution from my Individual Retirement Account # _____.

*Please transmit a wire transfer in the amount of \$_____ to **Carnegie Mellon University** (EIN 25-0969449). Please use the following instructions:*

Bank of New York Mellon – Pittsburgh
Bank of New York Mellon Client Service Center
500 Ross Street
Pittsburgh, PA 15262-0001

Contact: Jan Schade
Phone: (412) 234-3359

Carnegie Mellon's Account Number @ Bank of New York Mellon: 1979003
ABA (American Banking Association) Number: 043000261

These funds are to be used for _____.

In your transmittal to Carnegie Mellon University, please mention my name and address as the donor of record in connection with this transfer. Please send me confirmation of this transaction.

If you have any questions, I may be reached at: () - .

Thank you for your prompt assistance with this transfer.

Sincerely,

(signature of IRA owner)

cc: Shirley A. Moffat