Instructions for Giving you IRA Minimum Distribution to Luther Seminary

LUTHER SEMINARY.

Thank you for your interest in gifting all or part of your IRA minimum distribution to Luther Seminary. To help facilitate a gift through an IRA transfer, please use the following instructions. If you have any specific questions, please contact Tim Larson at 651-641-3503 or email him at tlarson001@luthersem.edu.

Step 1: Initiate Transfer

It is necessary for you to contact your IRA Plan Administrator to initiate the transfer. It is important to provide them proper language and instructions for successful transfers. Use our sample letter of instruction. Your gift will be considered a Qualified Charitable Deduction (QCD), which means it will roll over without tax consequences to you if it goes directly from your Plan Administrator to the Seminary.

Step 2: Notify Luther Seminary

Once the transfer instructions have been communicated to the IRA Plan Administrator, the donor needs to provide some information about the gift for audit and acknowledgement purposes. Please send us a letter or an e-mail to communicate the information below at the time of transfer:

- Donor's full name and complete address
- Name of IRA Plan Administrator and contact information
- Specific gift amount
- Specific Luther Seminary program to which the gift should be directed, (if any)
- Send information to:

Mail
Luther Seminary
PO Box 860747
Minneapolis, MN 55486-0747