

Instructions for Donating From Your IRA

TO THE DIOCESE OF OWENSBORO, PARISHES, CATHOLIC SCHOOLS AND ITS MINISTRIES

Thank you for your support to the Diocese of Owensboro, a parish, Catholic school or agency. In order to process your contribution in a timely and efficient manner, please complete the form below.

If you have any questions, please contact the Development Office Valeria Vessels, Director at 270-852-8348 office, or valeria.vessels@pastoral.org.

Step 1: Request an IRA Rollover from Custodian

Submit a letter to your IRA Custodian requesting to initiate an IRA charitable distribution. Sample language for this letter is attached, **but please know that many IRA Custodian's have language or forms that they prefer you to use**. Please visit your IRA Custodian's website for more specific instructions.

Step 2: Submit IRA Charitable Rollover information to the Development Office of the Diocese

Knowing the details of your gift allows us to apply the funds to your intended purpose. The information listed on the next page allows us, as the recipient, to fulfill your designation of the gift. Once all information is collected and funds received, we will transfer all funds associated with this gift to the designee and provide a gift acknowledgment for your contribution.

Documents should be submitted to:

BY MAIL

Diocese of Owensboro
ATTN: Valeria Vessels
Development Office 00 Locust
Street Owensboro, KY 42301

OR

EMAIL

valeria.vessels@pastoral.org

If we do not receive proper notification of a gift, it will be placed into general fund at the Roman Catholic Diocese of Owensboro until identified.

Diocese of Owensboro

Development Office

600 Locust Street ● Owensboro, KY 42301

owensborodiocese.org



Valeria Vessels

Director of Development

270-852-8348

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