



**A guide to making a gift using your  
Qualified Charitable Distribution (QCD) or Donor Advised Fund (DAF)**

1. Please contact your financial advisor to arrange the gift
2. Provide AB's Federal Tax ID #: 55-0357072
3. Request the check sent directly to AB:

**Alderson Broaddus University  
Office of Institutional Advancement  
101 College Hill Drive  
PO Box 2154  
Philippi, WV 26416**

4. Ask your financial advisor to include the following:
  - **Your name**
  - **Name of fund you selected for the gift**
  - **Type of gift: Qualified Charitable Distribution, Donor Advised Fund, or other**

**Your financial advisor will send your tax receipt. AB will send an acknowledgment letter to you so you know we received the gift.**

***Thank you for your generous support of AB!***