



DONOR-ADVISED FUND CHECKLIST

Follow these easy steps to make your outright DAF grant today!

☐ **Contact your fund administrator to request a distribution or access the distribution form on your administrator's website**

☐ **Complete your distribution form**

1. Please use our legal name and federal tax ID

Legal Name:	The Catholic Bishop of Chicago
Address:	835 North Rush Street, Chicago, IL 60611
Federal Tax ID Number:	36-2170826

2. Make the check payable to: **The Catholic Bishop of Chicago**

3. Instruct your fund administrator to include the following information on the memo line or check stub:

- **gift designation,**
- **your name and address,** and
- **parish name.**

☐ **Instruct your fund administrator to send the check to:**

Archdiocese of Chicago
Stewardship & Development
835 North Rush Street
Chicago, IL 60611

☐ **Kindly let our office know to expect your gift**

Please call **312.534.7959** or email us at giving@archchicago.org to let us know **the amount of your gift, designation and the issuing entity.**

This information helps us ensure your gift is properly allocated and that you and your parish are properly credited for your generosity. If you are trying to submit your DAF grant in the current tax year, it is best to submit your request prior to December 1.

QUESTIONS?

Please contact our office at **312.534.7959** or giving@archchicago.org if you have any questions about making your DAF grant.

**This information is not intended as legal, accounting or other professional advice.
For assistance in gift planning, please consult an attorney and financial advisor.**