

Send to: Gift & Record Services  
 1201 Davis St Ste 1-400  
 Evanston, IL 60201-4182  
 847-491-7520

## Northwestern University Gift Transmittal Form

### DONOR INFORMATION:

<b>Donor Name</b>	<b>I.D.#</b>
<b>Address</b>	<input type="checkbox"/> <b>Joint (Spouse)</b>
	<input type="checkbox"/> <b>Soft Credit I.D.</b>
	<b>Special Instructions?</b>

**NEW GIFT ACCOUNT: Yes:**

If the gift account is new, please complete the form found at the  
[chartfield maintenance website](#).  
 Contact your financial administrator for assistance.

### GIFT PROCESSING INFORMATION:

NU Financials Chart String	Allocation Name	\$ Amount

<b>Date of Check</b>	<b>Appeal Code</b>	<input type="checkbox"/> <b>Anonymous</b>
<b>Gift Type:</b> <input type="checkbox"/> Outright Gift <input type="checkbox"/> Bequest <input type="checkbox"/> Pledge w/Match <input type="checkbox"/> Outright w/Match <input type="checkbox"/> Pledge Payment <input type="checkbox"/> Other (specify)		
<input type="checkbox"/> In Honor of <input type="checkbox"/> In Memory of:    Name            Entity ID		<input type="checkbox"/> Soft Credit
<input type="checkbox"/> Benefit provided    Account Number		Est. Benefit
Matching Company ID Number		Matching Form Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Proposal Number</b>		

### DEPARTMENTAL AUTHORIZATION:

<b>Person who prepared Form</b>	<b>Phone</b>
<b>Authorizing Signature</b>	<b>Date</b>
<b>Name and Title</b>	<b>Dept</b>

**PLEASE COMPLETE ALL INFORMATION TO AVOID DELAYS IN PROCESSING AND  
 DONOR ACKNOWLEDGEMENT**

**FOR QUESTIONS ON COMPLETING THE FORM, PLEASE CONTACT GIFT & RECORD  
 SERVICES AT 847-491-7520.**