

**SAMPLE REQUEST FROM PLAN OWNER TO ADMINISTRATOR
FOR CHARITABLE DISTRIBUTION FROM IRA**

(Address of Plan Administrator)

RE: Request for Qualified Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct qualified charitable distribution (QCD) from my IRA Account, # _____

Please issue a check in the amount of \$_____ payable to Archbishop Molloy High School at the address below:

Archbishop Molloy High School
c/o Craig Katinas
8353 Manton Street
Briarwood, NY 11435
Tax ID: 11/1848825

In your transmittal to the charity, please memorialize my name and address as the donor of record in connection with this transfer. This gift should be designated to the _____. Please copy me on your transmittal.

It is my intention to have this transfer be treated as a QCD and that this QCD shall be used to satisfy, in whole or in part, my Required Minimum Distribution (RMD) in the year of transfer, if applicable. It is also my intention for this transfer to qualify as a QCD during the _____ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, _____.

If you have any questions or need to contact me, I can be reached at (telephone). Thank you for your assistance in this matter.

Sincerely,

Plan Owner
(address)
(state, zip code)