

Qualified Charitable Distribution (QCD)

Formerly IRA Charitable Rollover – How to Complete Your Gift

1. Choose the IRA from which you'd like to make your gift.
2. Select the amount of gift you would like to make.
3. Contact the IRA administrator for the forms necessary to transact your gift; or use the sample letter on the following page to send to your IRA administrator.
4. Let us know of your IRA gift. Please contact Regina Dominican's Advancement Office at 847-256-7660, ext. 224 or jkitchie@rdpanthers.org.

How it works:

- The donor must be age 70 ½ or older when the gift is made.
- The gift must come from a traditional IRA or Roth IRA account. 401(K), 403(b), SEP IRA accounts, and other retirement accounts do not qualify.
- The gift must come directly from your IRA administrator to Regina Dominican.
- Total QCD gifts in any one year cannot exceed \$100,000.
- The QCD gift can count toward your Required Minimum Distribution (RMD) if you have not already taken your RMD for the year you make your gift.
- The gift from your IRA will not be available as an income tax charitable deduction.
- The gift from your IRA will be excluded from income.

Letter for IRA Custodian

To:

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____.

Please issue a check in the amount of \$ _____ payable to **Regina Dominican High School** (FEIN# 36-2378515) and send it to the address below:

**Regina Dominican
Advancement Office
701 Locust Road
Wilmette, IL 60091**

In your transmittal to Regina Dominican, please record my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

I would like to designate this gift for:

_____ Regina Fund

_____ Other: _____

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

Signature _____ Date _____

Name (Printed) _____

Address _____

City _____ State _____ Zip _____

Email _____

CC: **Joan Kitchie, VP of Advancement**
Regina Dominican
701 Locust Road
Wilmette, IL 60091
jkitchie@rdpanthers.org 847-256-7660, ext. 224