

*Sample Qualified Charitable Distribution Request from Donor to Plan Administrator*

**Your address and contact information here**

**Date**

**IRA Plan Administrator**

**Contact**

**Address**

**City, State, Zip**

**Dear IRA Plan Administrator Contact:**

This letter serves as my request to make a direct charitable distribution to the University of Mount Saint Vincent from my Individual Retirement Account # **XXXXXXXX** as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a distribution in the amount of \$ **XXXXXX** payable to the University of Mount Saint Vincent.

Mail the check to:

Office of Institutional Advancement

University of Mount Saint Vincent

6301 Riverdale Ave.

Riverdale, NY 10471-1093

Attn: Daniel Regan, Associate Vice President for External Relations

In your transmittal to the Mount Saint Vincent, please indicate my name as the IRA owner of record in connection with this transfer and copy me on your transmittal. I intend for this transfer to qualify as a rollover during the 20XX tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20XX.

For your reference, the Federal Tax Identification number for the University of Mount Saint Vincent is: 13-1740445.

Thank you for your prompt attention to and assistance with this matter.

Sincerely,

Signature

cc: University of Mount Saint Vincent, Office of Institutional Advancement, 6301 Riverdale Ave., Riverdale, NY 10471-1093 Tel: (718) 405-3237