

Sample letter - Qualified Charitable Distribution (QCD) to Russell Sage College

Date
Name of IRA Provider
Address
City, State, Zip Code

RE: Qualified Charitable Distribution to Russell Sage College

Dear Plan Administrator:

I direct you to make a qualified charitable distribution (QCD) of \$_____ to Russell Sage College, a 501(c)(3) public charity (EIN 14-1338488). Please issue a check made payable to Russell Sage College in the amount of \$_____. These funds are to be used for _____.

This QCD should be made from my individual retirement account, account number _____. It is my intent to make this charitable distribution by _____, 2024. I am over 70 ½ years of age. My birthday is _____. In your transmittal letter to Sage, please mention my name and address as the donor of record in connection with this transfer.

Thank you for your prompt attention to this matter. Please contact me at _____ (phone number) with any questions or reasons for any substantial delay in completing this QCD by the aforementioned date.

Sincerely,

(Donor's name as listed on the IRA)

This QCD to Russell Sage College should be delivered to:

Sara Carlson
Director, Advancement Resources
Russell Sage College
65 1st Street
Troy, NY 12180
Carlss1@sage.edu