

DATE

IRA Administrator
Address
City, State Zip

Subject: Request to Initiate IRA Charitable Qualified Distribution

Dear IRA Custodian,

Federal law permits the account holder of an IRA or Roth IRA who is 70 1/2 or older to make a Qualified Charitable Distribution ("QCD") directly from their IRA/Roth IRA to a qualified public charity.

As the owner of IRA Account #_____ that is in the custody of your organization, I request that you make the following QCD(s) to the following organization(s):

1. \$_____ to Potsdam College Foundation, Inc. with the address of 44 Pierrepont Avenue, Potsdam, NY 13676 with the following Tax ID Number: 23-7088021.

It is my intention that the above listed gift(s) be treated as a QCD and that the same be used to satisfy, in whole or in part, my Required Minimum Distribution (RMD) in the year of transfer.

This letter is sufficient authorization for you to make the QCD gift(s) listed above. However, if you require any further documents, please forward those to me for my signature.

Cordially yours,

IRA Owner