

[DONOR ADDRESS AND CONTACT INFORMATION]

SAMPLE

QUALIFIED CHARITABLE DISTRIBUTION (QCD) REQUEST TO PLAN ADMINISTRATOR

[Date]

[IRA Custodian Firm, Contact, and Address]

This letter serves as my request to make a qualified charitable distribution from my individual retirement account [Insert number here] as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue the distribution in the amount of \$_____ to the Montclair Public Library Foundation.

Distribution by CHECK

Mail to:

Montclair Public Library Foundation
50 S Fullerton Ave
Montclair, NJ 07042

OR

Email info@montclairplf.org for Wire Transfer instructions.

In your transmittal to the Montclair Public Library Foundation, please indicate my name as the IRA owner of record in connection with this transfer.

For your reference, the Federal Tax Identification number for the Montclair Public Library Foundation is 82-0558746.

Please contact me at [INSERT YOUR PHONE/EMAIL HERE] should you have any further questions about fulfilling this request. [OPTIONAL: It is my intention for this distribution to occur on or before December 31, 202x]

Sincerely,

[INSERT NAME AND SIGNATURE]

CC: Montclair Public Library Foundation, 50 S Fullerton Ave, Montclair, NJ 07042
Phone: 973.744.0500 ext. 2269 | email: info@montclairplf.org