

Sample Request to IRA Administrator for Qualified Charitable Distribution (QCD) to HIU

Contact your plan provider to determine the most efficient way to send this letter of instruction

RE: Request for Qualified Charitable Distribution from my IRA for the 20__ Tax Year

Dear IRA Custodian: Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to Hartford International University for Religion and Peace (HIU) and mail it to: Hartford International University, 77 Sherman Street, Hartford, CT 06105. HIU's tax identification number is 06-0647016

In your transmittal to HIU, please include my name and address as the donor of record in connection with this distribution. It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the 20__ tax year. Therefore, this distribution must be postmarked no later than December 31, 20__.

Please copy me on your transmittal. Thank you for your assistance with this matter. If you have any questions or need to contact me, I can be reached at (phone, email):

Sincerely, _____