

## Sample Letter to IRA Custodian to Initiate a QCD/IRA Charitable Rollover

Date

IRA Custodian  
Address  
City, State, Zip

RE: Request to Initiate a Qualified Charitable Distribution (QCD) from my IRA

Dear Sir/Madam,

I wish to make a charitable distribution from my Individual Retirement Account (**account number**) to the Carroll County Community Foundation, a fund of the Community Foundation of Howard County Inc., Kokomo, Ind. (Federal Tax ID #35-1844891).

Please transfer (**\$amount**) to the Carroll County Community Foundation, a fund of the Community Foundation of Howard County Inc., Kokomo, Ind., in full or partial satisfaction of my minimum required distribution for (**tax year**), and complete this transfer before Dec. 31.

The Carroll County Community Foundation, a fund of the Community Foundation of Howard County Inc., Kokomo, Ind., is a qualified organization to receive this IRA Charitable Rollover gift, and is neither a donor advised fund or a supporting organization. No goods or services will be provided in exchange for this contribution.

In the payment to the Carroll County Community Foundation, a fund of the Community Foundation of Howard County Inc., Kokomo, Ind., please reference my name and address as the donor in connection with this gift and send copies to me of any correspondence.

This letter is sufficient authorization for you to make the QCD gift listed above. If you have any questions, please contact me at (**phone**). Thank you assisting me with this charitable donation.

Sincerely,

(Donor Name)  
(Address)  
(City, State, Zip)

cc: Carroll County Community Foundation  
215 W. Sycamore St.  
Kokomo, IN 46901  
(800) 964-0508  
[greg@cfcarroll.org](mailto:greg@cfcarroll.org)