

IRA QUALIFIED CHARITABLE DISTRIBUTION

How do I request a gift from my Individual Retirement Plan (IRA)?

Contact your IRA plan administrator and ask them to initiate a Qualified Charitable Distribution (QCD) directly to the Los Altos Mountain View Community Foundation (LAMVCF). Distributions can be directed as unrestricted gifts or to specific funds or purposes.

Important Notes:

- QCDs are not permitted to Donor Advised Funds (DAFs)
- QCDs must be sent directly from your IRA to LAMVCF
- For tax purposes, the gift date is the date that the funds leave your IRA account and not the postmark on the envelope. Please allow enough time for the check to clear to ensure that the funds are withdrawn during your preferred tax year. It is recommended to ask for a QCD by the end of November to ensure enough processing time each calendar year.

Please contact your plan administrator to determine the process for requesting a QCD directly to LAMVCF. If the plan administrator does not have a form, submit your request in writing using the form letter below. Or, if you have check writing privileges, make the check payable to "Los Altos Mountain View Community Foundation." Once you have initiated the transfer, please contact Kathy Camin at (650) 450-3542 or kathy@lamvcf.org to provide the date, amount, and plan administrator.

Once your IRA distribution is received, you will receive an acknowledgment letter from the Los Altos Mountain View Community Foundation confirming that your gift came directly from your IRA. Please retain this letter for your tax records.

Planned Giving

You can also make a future gift by naming the Los Altos Mountain View Community Foundation as a beneficiary of your IRA. Simply ask your IRA plan administrator for a beneficiary designation form and use the information below:

Los Altos Mountain View Community Foundation
183 Hillview Avenue, Los Altos, CA 94022
Tax ID #: 77-0273721

Los Altos Mountain View Community Foundation does not provide tax, legal, or financial advice. Any document or information provided to you by our staff is intended to be educational and informational. All donors are strongly encouraged to seek counsel from their own legal and financial advisors regarding their own specific circumstances associated with the gift described in this document.

SAMPLE Instruction Letter from Plan Owner to IRA Administrator for a Qualified Charitable Distribution

_____ (Date)
_____ (Name)
_____ (Address)
_____ (City, State, Zip)

Re: Request for a Qualified Charitable Distribution from my Individual Retirement Account

Dear IRA Administrator,

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 and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ _____ payable to **Los Altos Mountain View Community Foundation** and mail it to their address:

Los Altos Mountain View Community Foundation
183 Hillview Avenue
Los Altos, CA 94022

These funds are to be used for _____. Please make note of this with or on the check to the Foundation.

Los Altos Mountain View Community Foundation is a registered 501c3 tax-exempt organization whose Employer Identification Number (EIN) is 77-0273721.

My intention is to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from taxable income from _____ (year). Therefore, it is imperative that this distribution be processed before December 31, _____.

Important: In your transmittal to the Foundation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at _____.

Thank you for your assistance and prompt attention to this matter.

Sincerely,

_____ (Signature)

_____ (Name printed)