

Sample letter - Qualified Charitable Distribution (QCD) to Russell Sage College

Date  
Name of IRA Provider  
Address  
City, State, Zip Code

RE: Qualified Charitable Distribution to Russell Sage College

Dear Plan Administrator:

I direct you to make a qualified charitable distribution (QCD) of \$\_\_\_\_\_ to Russell Sage College, a 501(c)(3) public charity (EIN 14-1338488). Please issue a check made payable to Russell Sage College in the amount of \$\_\_\_\_\_. These funds are to be used for \_\_\_\_\_.

This QCD should be made from my individual retirement account, account number \_\_\_\_\_. It is my intent to make this charitable distribution by \_\_\_\_\_, **2021**. I am over 70 ½ years of age. My birthday is \_\_\_\_\_. In your transmittal letter to Sage, please mention my name and address as the donor of record in connection with this transfer.

Thank you for your prompt attention to this matter. Please contact me at \_\_\_\_\_ (phone number) with any questions or reasons for any substantial delay in completing this QCD by the aforementioned date.

Sincerely,

\_\_\_\_\_  
(Donor's name as listed on the IRA)

*This QCD to Russell Sage College should be delivered to:*

Sara Carlson  
Director, Advancement Resources  
Russell Sage College  
65 1st Street  
Troy, NY 12180  
[Carlss1@sage.edu](mailto:Carlss1@sage.edu)