**Request to IRA Plan Administrator for Charitable Distribution from**

**Individual Retirement Account for the 2024 Tax Year**

[Donor Name]

[Donor Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024

[Name of IRA Administrator]

[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # to Reed College as provided for in the Tax Cut and Jobs Act of 2017 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Reed College is a qualified public 501(c)(3) charity. Reed's tax identification number is 93-0386908.

Please issue a check in the amount of $ payable to Reed College and mail to the address below:

Reed College

Attn: Katherine E. Saitas

Advancement Counsel and Senior Director of Gift Planning

3203 SE Woodstock Blvd.

Portland, OR 97202

In your transmittal to Reed College, please include my name and address as the donor of record in connection with this transfer. Please copy me on this transmittal.

It is my intention that this distribution qualifies for exclusion from my taxable income during the 2024 tax year. Therefore, it is imperative that this distribution be delivered to Reed no later than December 31, 2024.

This letter is sufficient authorization for you to make this qualified charitable distribution (QCD); however, if you have any questions or need to contact me, I can be reached at .

Thank you for your assistance in this matter.

Sincerely,