

## IRA Qualified Charitable Distribution

Sample notification letter for QCDs contributed to the University.

You may modify this letter if your QCD will be contributed to a University-related foundation.

Please contact the Office of Gift Planning with any questions.

Date

**If sent via US Postal Service:**

University of Virginia  
Office of Gift Planning  
P.O. Box 400807  
Charlottesville, VA 22904-4807  
Attention: Spring Dodge

**If sent by Overnight Delivery (FEDEX):**

University of Virginia  
Office of Gift Planning  
2420 Old Ivy Road  
Charlottesville, VA 22903  
Attention: Spring Dodge

Dear Ms. Dodge:

I am pleased to inform you that I have requested a Qualified Charitable Distribution in the amount of \$ [redacted] from my Individual Retirement Account to benefit the University. [My gift is unrestricted, to be used by the Medical School Foundation at its discretion for the greatest need] **OR** [My gift is to be applied for the benefit of the **Insert name of school/unit/program**].

You should soon receive a check in that amount from my plan administrator, **Insert name of IRA administrator/custodian**.

It is my intent to comply with the requirements of Sec. 1201 of the Pension Protection Act of 2006, as extended by the Protecting Americans from Tax Hikes (PATH) Act of 2015, and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, in connection with this gift. Accordingly, upon your receipt of payment from my administrator, please send me a written acknowledgement that states the amount of my gift and that no goods or services were transferred to me in consideration for this gift.

Please let me know of any questions.

Sincerely,

**Name**

**Address**

**Phone number**

**Email**

*Support your passion! You may designate your gift for a University-wide priority—or for a specific school, program, or service. See ["Where to Give"](http://giving.virginia.edu/where-to-give) ([giving.virginia.edu/where-to-give](http://giving.virginia.edu/where-to-give)).*

*If you want to split your gift among two or more beneficiaries, we suggest that you allocate to each a percentage of your total gift.*

*Thank you for your gift.*