**SAMPLE LETTER FROM IRA OWNER TO ADMINISTRATOR FOR 2022 GIFT**

***Note:*** *This letter may need a signature guarantee. The IRA owner should ask the IRA custodian about signature requirements, the mailing address, and whether the custodian requires any other documents in order to make the transfer.*

Date

Administrator Name

Address

City, State Zip

RE: Request for a Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request and authorization for you to make a qualified charitable distribution from my Individual Retirement Account # as provided by the Tax Increase Prevention Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986.

Please issue a check in the amount of $ payable to “**Columbia University**” and send the check to:

Columbia Alumni Center

Attn: Gift Systems - QCD  
622 West 113th Street, MC 4524  
New York, NY 10025

Phone number (if needed): 212-851-7995

In your transmittal to Columbia University, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. For your reference, the federal tax identification number for Columbia University is 13-5598093.

It is my intention that this transfer qualify for exclusion from income during the 2022 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2022.

Thank you for assisting me with this gift. If you have any questions please call me.

Sincerely,

Signature of IRA Owner

IRA Owner Name

Address

Telephone Number