

Instructions for:  
**IRA Administrator**

## **Instructions for Initiating Your Qualified Charitable Distribution (QCD) Request with Your IRA Administrator**

To initiate a Qualified Charitable Distribution (QCD) with your Individual Retirement Account (IRA) Administrator for Columbia Giving Day 2025, please fill in the attached template with your relevant information and send it to your IRA Administrator OR contact your IRA Administrator for their QCD distribution form and details on their process for making such a gift.

Then, notify Columbia of your gift by sharing your completed *Notification of Forthcoming QCD from Administrator* document in any of these ways:

- Email an image to [gift.planning@columbia.edu](mailto:gift.planning@columbia.edu)  
or
- Email a pdf to [gift.planning@columbia.edu](mailto:gift.planning@columbia.edu)  
or
- Mail to:

Columbia University  
Columbia Alumni Center  
Office of Gift Planning  
ATTN: Ryan Hart, Executive Director of Gift Planning  
622 West 113<sup>th</sup> Street, MC 4518  
New York, NY 10025

In order for your gift to count towards Columbia Giving Day, notification must be received by October 21, 2025.

## TEMPLATE DOCUMENT

### **IRA Owner to IRA Administrator: QCD Request for Columbia Giving Day 2025**

**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 [email or 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 2014 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 2025 tax year and that the commitment be included in the Columbia Giving Day 2025 totals on October 21, 2025. Therefore, it is imperative this distribution check be postmarked as near to October 21, 2025 as possible.

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

Sincerely,

Donor

Address

Telephone Number