

[DONOR ADDRESS AND CONTACT INFORMATION]

Sample

**QUALIFIED CHARITABLE DISTRIBUTION (QCD) REQUEST TO PLAN ADMINISTRATOR**

**[Date]**

**[IRA Custodian Firm, Contact, and Address]**

This letter serves as my request to make a qualified charitable distribution from my individual retirement account **[Insert number here]** as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue the distribution in the amount of \$\_\_\_\_\_ to the Regents of the University of Michigan

<b>Distribution by CHECK</b>	<b>OR</b>	<b>Distribution by WIRE TRANSFER</b>
<b>Mail to:</b> University of Michigan IRA/QCD Gift Processing (Gift & Records) 3003 S. State Street, Suite 8000 Ann Arbor, Michigan 48109-1288 Fax: (734) 647-6120 Email: umgift@umich.edu		<b>Beneficiary Bank:</b> The Bank of New York (BNY Mellon) <b>Account Name:</b> University of Michigan <b>ABA/Fedwire Routing #:</b> 021000018 <b>Account #:</b> 9730478400 <b>Reference:</b> Name of Donor <b>Bank Address:</b> 135 Santilli Highway Everett, MA 02149

In your transmittal to the University of Michigan, please indicate my name as the IRA owner of record in connection with this transfer.

For your reference, the Federal Tax Identification number for the Regents of the University of Michigan is 38-6006309.

Please contact me at **[INSERT YOUR PHONE/EMAIL HERE]** should you have any further questions about fulfilling this request. **[OPTIONAL: It is my intention for this distribution to occur on or before December 31, 2021]**

Sincerely,

**[INSERT NAME & SIGNATURE]**

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Regents of the University of Michigan, please designate my gift as follows:

\_\_\_\_\_

\_\_\_\_\_