



the alpha sigma foundation

Sample Letter to Your IRA Custodian

Date

Subject: Qualified Charitable Distribution Request

Dear (Custodian Name):

Please issue a Qualified Charitable Distribution from my IRA, account number [XXXXXXX], in the amount of \$[amount] to the **Alpha Sigma Foundation – Annual Fund account #1177-2534**. Mail a copy of this letter to:

Alpha Sigma Foundation
PO Box 876
Ithaca, NY 14851-0876

This distribution is intended to qualify as a QCD for the current tax year. Please include my name and address with the payment.

Sincerely,

[your name]

[your address]

[your phone and email address]

Disclosures: Alpha Sigma Foundation is a 501 (c)(3) public charity eligible to receive QCD's. This material is general information only and not legal or tax advice. QCD's must be paid directly from your IRS trustee/custodian to the Foundation to qualify. Please consult your tax advisor regarding your circumstances, RMDs, and the IRS annual QCD limit.