

Subject: Request for Qualified Charitable Distribution from Individual Retirement Account (QCD)

To whom it may concern:

Please accept this letter as my authorization and request to make a direct charitable distribution from my Individual Retirement Account Number _____ to Bucknell University, as provided by Section 408(d)(8) of the Internal Revenue Code of 1986, as amended ("Code").

Please issue a check in the amount of \$ _____, payable to Bucknell University, and mail the check to:

Bucknell University
Attn: Gift Planning Office
301 Market Street, Suite 2
Lewisburg, PA 17837

Please advise Bucknell of my name and address as the donor of record in connection with this transfer. Note that Bucknell University is a tax-exempt educational corporation, and is eligible to receive charitable gifts that may be claimed as deductible by donors under Sections 170(b)(1)(A) and 501(c)(3) of the code. The university's federal employer identification number is 24-0772407. Further, please provide a copy of your transmittal letter to me.

It is my intention that this transfer be treated as a 2020 distribution. Therefore, please ensure that the envelope with the check is sent by regular United States mail and postmarked no later than December 31, 2020. If you have questions or need to contact me, please call me at: _____.

Thank you for your assistance.

Sincerely,

Signature of owner

Date: _____, 2020

Print name of owner

Address of record:

Name

Address

City State Zip

**INSTRUCTIONS TO THE BUCKNELL DONOR FOR MAKING THE GIFT AND
COMPLETING THE FORM:**

- Fill in the name and address of your IRA account administrator at the top
- Add your IRA account number, name, address and telephone number in the blanks indicated, as well as the dollar amount you want to contribute to Bucknell
- Sign the form and send it to your account administrator
- Send a copy of the completed form to Bucknell University, Attn: Gift Planning Office, 301 Market Street, Suite 2, Lewisburg, PA 17837. You may also fax it to 570-577-1838.

As the law is written, you should be able to take advantage of the Qualified Charitable Distribution (aka Charitable IRA Rollover) provision if all of the following apply:

1. You are at least 70½ years old when you make the gift,
2. The gift is paid directly from the IRA account to Bucknell,
3. The gift is mailed or transferred directly to Bucknell instead of to you,
4. The total of your qualified charitable distributions to Bucknell and all other charities under this plan is no more than \$100,00.00 in 2020, and
5. Your gift is completed between January 1, 2020 and December 31, 2020 for distributions intended for 2020.

It is very important that you stay in contact with your plan administrator throughout the process to ensure you are not improperly given a distribution which is taxable to you.

State income tax laws differ; states that impose income taxes may treat IRA charitable distributions differently. *You should seek your own professional counsel on these questions, as with all legal and tax matters, since Bucknell cannot act as your advisor. We are excited by the opportunities this law provides our donors; however, since we are prohibited from serving as your advisor, this message and accompanying materials should not be treated as tax or legal advice.*