

# Sample Letter directing an IRA Qualified Charitable Distribution (QCD or Charitable Rollover) to St. Johnsbury Academy



Date: \_\_\_\_\_

Name and Address of Custodian/Trustee/Company who manages your IRA:

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## RE: IRA Qualified Charitable Distribution to St. Johnsbury Academy

Dear Custodian or Trustee:

I hereby direct you to make a qualified charitable distribution (QCD) of \$\_\_\_\_\_ payable to St. Johnsbury Academy, a 501(c)(3) public charity that is qualified to receive QCD's pursuant to Section 408(d)(8) of the Internal Revenue Code. The Tax ID number for St. Johnsbury Academy is 03-0181215.

This distribution should be made from the \_\_\_\_\_ (name on IRA account), account number \_\_\_\_\_. It is my intent to make this qualified charitable distribution for tax year 20\_\_\_\_\_.

Please copy me on the transmittal information sent with the distribution. I also request that my name and addresses are included as the donor on the transmittal.

## This IRA Qualified Charitable Distribution to St. Johnsbury Academy should be delivered to:

St. Johnsbury Academy, Alumni and Development Office  
PO Box 906  
St. Johnsbury, VT 05819

If you need additional information, please contact Tammi Cady, Assistant Head for Advancement at (802) 751-2011.

I further represent as follows:

1. I am over 70 ½ years of age. My date of birth is: \_\_\_\_\_
2. I will not receive any benefits from St. Johnsbury Academy as a result of this distribution. This distribution is not directed to a pooled income fund, donor advised fund, supporting organization, family foundation, or other non-qualified use of a charitable IRA.  
\_\_\_\_\_ check here if this gift is being made as part of the limit for a one-time \$54,000 qualified charitable distribution to a charitable remainder unitrust, charitable remainder annuity trust, or charitable gift annuity.
3. I understand that a qualified charitable distribution is limited to no more than \$108,000 in total from my IRA or all of my IRAs combined in 2025.
4. I will not incur any federal income tax liability as a result of this qualified charitable distribution, therefore I elect out of withholding for this distribution. I will not accept any personal distribution of funds intended for this qualified charitable distribution.

Thank you for your prompt attention to this matter. Please contact me immediately with any questions or the reasons for any substantial delay in completing this qualified charitable distribution.

Sincerely,

Donor's name as listed on the IRA

Print Name \_\_\_\_\_

Phone # \_\_\_\_\_