

**Sample Request from Plan Owner to Administrator for Qualified Charitable Distribution (QCD)  
From Individual Retirement Account (IRA) to AJC**

Date

Custody Agent  
Address

**RE:** Request for Qualified Charitable Distribution from Individual Retirement Account # \_\_\_\_\_ in the name of \_\_\_\_\_.

Dear Administrator:

Please accept this letter/email as my request to make a direct charitable distribution from my Individual Retirement Account (IRA) # \_\_\_\_\_ to American Jewish Committee (AJC), as provided for in Section 112 of the Protecting Americans from Tax Hikes Act of 2015 (PATH) and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

**The Federal Tax Identification number for American Jewish Committee is: 13-5563393.**

Please issue a check in the amount of \$ \_\_\_\_\_ payable to "AJC" and mail it to the AJC lockbox:

American Jewish Committee  
Mail code: 6760  
P.O. Box 7247  
Philadelphia, PA 19170-0001

Please include my name and address as the donor of record in connection with this transfer and indicate that the check or wire is for a contribution to be credited to \_\_\_\_\_ [i.e. AJC's \_\_\_\_\_ Region]. Please copy me on your transmittal. It is my intention to make this transfer in [insert month] of \_\_\_\_\_ [year] and elect to treat it as a qualified charitable IRA rollover distribution effective for the [year] tax year. If you have any questions, or need to contact me, I can be reached at: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

Plan Owner Name  
Plan Owners Address