

IRA Qualified Charitable Distribution (QCD) Letter to Administrator

Date: _____

IRA Administrator: _____

Address: _____

City: _____ State: _____ Zip code: _____

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____. It is my intention that this charitable rollover gift comply with the IRS Qualified Charitable Distribution requirements. Accordingly, when Seattle Repertory Theatre receives the QCD gift from my financial institution, it will provide me with a written acknowledgement of the gift date and amount, stating no goods or services were transferred to me in consideration for the gift.

Please issue a check in the amount of \$ _____ payable to:

Seattle Repertory Theatre (Federal Taxpayer ID: 91-0756535)

and mail to the address below:

Seattle Repertory Theatre
Development Department
155 Mercer Street
P.O. Box 900923
Seattle, WA 98109

In your transmittal to Seattle Repertory Theatre, please indicate my name and address as the donor of record in connection with this transfer, and copy me on the correspondence in connection with this transfer. It is my intention to have this transfer qualify for income tax exclusion during this tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2021. If you have any questions regarding this request, I can be reached at the contact information below. Thank you for your prompt attention to and assistance in this matter.

Sincerely,

Donor's Signature

Donor's Printed Name

Address: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Email: _____