

IRA Qualified Charitable Distribution Request

**Request from Plan Owner to Administrator for Charitable Distribution from an IRA to  
Avila University for 20\_\_ Tax Year**

[Name and Address of IRA Administrator]

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Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408 (d) (8) of the Internal Revenue Code of 1986, as amended and extended.

Please issue a check in the amount of \$\_\_\_\_\_ payable to "Avila University," c/o Advancement Office at 11901 Wornall Rd, Kansas City, MO 64145. TAX ID 44-0617326. Please designate my gift as follows for the following Campaign, Department, Scholarship, etc: \_\_\_\_\_

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In your transmittal of funds to the charity, please note my name and address as the donor of record in connection with this transfer and transmit a copy of this request form with your payment. Please copy me on your transmittal.

I intend that this transfer qualify for exclusion from income during the 20\_\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20\_\_ . Please do not withhold any income tax from my distribution.

If you have any questions or need to contact me, I can be reached at telephone # \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
(Signature of Plan Owner)

\_\_\_\_\_  
(Date)

Printed Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions to Donor:**

1. Please give the original signed letter of authorization to your plan administrator/trustee.
2. Please mail/email a copy to the Advancement Office or, [advancement@avila.edu](mailto:advancement@avila.edu), or Avila University, c/o Advancement Office at 11901 Wornall Rd, Kansas City, MO 64145