



This holiday season, make a gift to Springfield College from your IRA!

How to Complete Your Qualified Charitable Distribution (QCD)

1. Choose the IRA account from which you'd like to make your gift.
2. Select the amount of gift you would like to make.
3. Contact your IRA administrator for the forms necessary to transact your gift *or* complete the form on the following page and send to your IRA administrator.
4. Let us know of your IRA gift, so we credit you appropriately. Please contact the Springfield College Gift Administration at (413) 748-3124, or email bcox@springfieldcollege.edu
5. You will be credited for the full amount of the gift and be sent an acknowledgment letter by the Gift Administration Department.

How it works:

- The donor must be age 70 ½ or older when the gift is made. If your spouse is age 70 ½, he or she may make a gift from their IRA on your behalf.
- The gift must come from a traditional IRA or Roth IRA account (401k, 403b, SEP IRA accounts do not qualify).
- The gift must come directly from your IRA administrator to Springfield College.
- You may distribute up to \$100,000 total in charitable gifts per year from your IRA accounts.
- The total gift amount may be credited toward your annual Required Minimum Distribution (RMD).
- The gift from your IRA will be excluded from your income, therefore, no deduction is awarded.



To: Name of IRA Administrator (with address below)

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____.

Please issue a check in the amount of \$ _____ payable to "Springfield College" (tax ID # 04-2104329) and send it to the address below:

**Springfield College
Gift Records
263 Alden Street
Springfield, MA 01109-9987**

In your transmittal to SC, please record my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

I would like to designate this gift for:

- Springfield College Fund East Campus Athletics
 Other _____

If you have any questions or need to contact me, I can be reached at _____

Thank you for your assistance in this matter.

Date _____ Signature _____
Name _____
Address _____
City, State Zip _____

Please call Springfield College Gift Administration at (413) 748-3088 with any questions.