

QCD Instructions and sample letter to administrator

Making a QCD is simple. Just follow these steps:

1. **Contact your IRA administrator**

Let them know you'd like to make a Qualified Charitable Distribution to Ellis Medicine. They may have a form for you to complete.

2. **Provide the following information:**

Legal Name: *The Foundation for Ellis Medicine*

Tax ID (EIN): *14-1494344*

Mailing Address:

The Foundation for Ellis Medicine

1101 Nott Street

Schenectady, NY 12308

Phone: *(518) 243-4600*

3. **Request the check be made payable to Ellis Medicine** and mailed directly to the address above.

4. **Notify us of your gift**

IRA custodians don't always include your name with the check. To ensure we can properly acknowledge your generosity, please contact us at *(518) 243-4600* or email ellisfoundation@ellismedicine.org.

[Your Name]
[Your Address]
[City, State ZIP]
[Phone Number]
[Email Address]

[Date]

[IRA Custodian Name]
[IRA Custodian Address]
[City, State ZIP]

RE: Request for Qualified Charitable Distribution from IRA

Dear [IRA Custodian's Name],

Please accept this letter as my request to initiate a Qualified Charitable Distribution from my Individual Retirement Account as permitted under Section 408(d)(8) of the Internal Revenue Code.

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

****The Foundation for Ellis Medicine****

1101 Nott Street
Schenectady, NY 12308
Tax ID: 14-1494344

Please include my name and address with the check so Ellis Medicine can acknowledge my contribution. If you require any additional forms or information, please contact me at the number or email listed above.

Sincerely,

[Signature]
[Printed Name]
[Account Number]