

\_\_\_\_\_  
*IRA Company Name and Address*

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

**RE: Request for charitable distribution from my Individual Retirement Account for the 2023 Tax Year**

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account # \_\_\_\_\_ as authorized by Section 408(d)(8) of the Internal Revenue Code and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to ***Belhaven University*** at the following address:

**Belhaven University  
1500 Peachtree Street, Campus Box 158  
Jackson, MS 39202**

In your transmittal to Belhaven University, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is for the ***Belhaven Fund***.

Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the **2023 tax year**. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than **December 31, 2023**.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_  
Thank you for your assistance and prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Home Address*

\_\_\_\_\_  
, Plan Owner

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*City, State, Zip Code*