

DATE

IRA Administrator

RE: Request for a Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request and authorization for you to make a qualified charitable distribution from my Individual Retirement Account #XXXXXX as provided by Sec. 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$XXXXX payable to “**The Trustees of Columbia University in the City of New York**” and send the check to:

Columbia University Irving Medical Center
Attn.: Laura R. Tenenbaum
516 West 168th Street, 3rd Floor
New York, NY 10032

Alternatively, you may send the check to Columbia’s lockbox:

Columbia University—Gift Systems
Attn: Laura R. Tenenbaum
P.O. Box 1523
New York, NY 10008

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

For your reference, the federal tax identification number for **The Trustees of Columbia University in the City of New York** is **13-5598093**.

It is my intention that this transfer qualify for exclusion from income during the 2021 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2021.

Thank you for your prompt assistance with this gift. If you have any questions please call me.

Sincerely,
