*Instructions for how to use your IRA for Qualified Charitable Distributions (QCD): Complete and submit this form to your IRA Plan Trustee/Administrator to request a qualified charitable distribution from your Traditional or Roth IRA to the University of Pittsburgh. This letter is sufficient authorization for you to make this QCD gift. However, if you require any further information, please contact the Office of Planned Giving, as listed below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TO IRA PLAN TRUSTEE OR ADMINISTRATOR:** | | | | | | |
|  | | | | | | |
| Name | Click underlined fields to add information | | | | | |
| Date |  | | | | | |
| **FROM:** | | | | | | |
| Full Name |  | | | | | |
| Permanent Address |  | | | | | |
|  |  | | | | | |
|  | City |  | State |  | Zip |  |
| Email Address |  | | | | | |
| Phone | Cell |  | Home |  | | |
| **DEAR PLAN TRUSTEE/ADMINISTRATOR:**  It is my intention to make a Qualified Charitable Distribution to the University of Pittsburgh as permitted by the Trade Facilitation and Trade Enforcement Act of 2015. It is my intention that the transfer be a qualified charitable distribution for **2023**. | | | | | | |
| In your transmittal letter to Pitt or as a notation on the check, please include my name and address as the Donor of record so that Pitt can identify the distribution as a gift from me. Please make a direct distribution from my Individual Retirement Account as follows: | | | | | | |
| Account Number: |  | | | | | |
| Distribution Amount: |  | | | | | |
| **ISSUE AND MAIL TO:** | | | | | | |

University of Pittsburgh [pae-pg@pitt.edu](mailto:pae-pg@pitt.edu)

Attn: Office of Planned Giving Work 888-353-9604

PO Box 640093 Fax 412-624-4755

Pittsburgh, PA 15264-0093

University of Pittsburgh Tax ID 25-0965591

***Thank you for your assistance.***