SAN FRANCISCO
BAYKEEPER®

Template Letter to IRA Plan Administrator for Qualified Charitable Distribution (QCD) to San Francisco Baykeeper for Tax Year 2024

Owner Name: _____
Street Address: _____
City, State, Zip: _____

Date: _____

IRA Plan Administrator: _____
Street Address: _____
City, State, Zip: _____

Dear _____,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # _____. This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code and made permanent under the Consolidated Appropriations Act of 2016.

Please issue a check in the amount of $_____, payable to San Francisco Baykeeper, at the following address:

San Francisco Baykeeper
1736 Franklin St. #800
Oakland, CA 94612

San Francisco Baykeeper's tax ID number is: 68-0120240. In your transmittal to San Francisco Baykeeper, please indicate my name and address as the donor of record and copy me on your correspondence regarding this transfer. It is my intention to have this transfer qualify for exclusion during the 2024 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2024.

If you have any questions I can be reached at _____. Thank you for your assistance in this matter.

Sincerely,

_____ _____
Signature Date

_____
Print Name