[DONOR ADDRESS AND CONTACT INFORMATION]

*Sample*

Qualified Charitable Distribution (QCD) Request to Plan Administrator

[Date]

[Insert IRA custodian firm, contact, and address here]

This letter serves as my request to make a qualified charitable distribution from my individual retirement account [Insert account number here] as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue the distribution in the amount of $ to Texas Campaign for the Environment Fund:

|  |  |  |
| --- | --- | --- |
| **Distribution by** CHECK | **OR** | **Distribution by** WIRE TRANSFER |
| **Mail to:**  Texas Campaign for the Environment Fund P.O. Box 42278  Austin, TX 78704  Phone: (512) 326-5658 Email: olivia@texasenvironment.org |  | **Beneficiary Bank:** Prosperity Bank USA  **Account Name:** Texas Campaign for the Environment Fund **ABA/Fedwire Routing #:** 113122655 **Account #:** 21035856  **Reference**: [Insert name of donor here]  **Bank Address**:  900 Congress Ave  Austin, TX 78701 |

In your transmittal to the Texas Campaign for the Environment Fund, please indicate my name as the IRA owner of record in connection with this transfer.

For your reference, the Federal Tax Identification number for the Texas Campaign for the Environment Fund is 74-2808805.

Please contact me at [Insert your phone/email here] should you have any further questions about fulfilling this request. [OPTIONAL: This QCD will fulfill part or all of my Required Minimum Distribution for this year, so it is my intention for the distribution to occur on or before December 31, 202X]

Sincerely,

[Insert your name & signature here]

[OPTIONAL] Texas Campaign for the Environment Fund, please designate my gift as follows:

CC: Texas Campaign for the Environment Fund, P.O. Box 42278, Austin TX 78704, phone: 512-326-5655, email: olivia@texasenvironment.org