

## How do I make a gift from my Individual Retirement Account?

- **Contact your IRA plan administrator and ask them to initiate a Qualified Charitable Distribution (QCD).** We suggest that you begin this process by December 1 to ensure that the distribution is made before the December 31 deadline. All QCDs must be made directly to Napa Valley Community Foundation by your plan administrator. Your plan administrator may have a form for you to complete.
- **If you have check writing privileges, make the check payable to "Napa Valley Community Foundation."** Please note that for tax purposes, the gift date is the date that the funds leave your IRA account and not the postmark on the envelope. Please allow enough time for the check to clear to ensure that the funds are withdrawn during your preferred tax year.
- **If the plan administrator does not have a form,** submit your request in writing using the form letter below.
- **Choose where to make your impact.** While Qualified Charitable Distributions (QCDs) cannot be directed to Donor Advised Funds (DAFs), you can make a significant impact by making an outright gift to NVCF through one or more of our Community Impact Funds.
- **If you need guidance or have specific preferences for your contribution, please contact us.** We can assist you in directing your gift to a particular NVCF Fund such as:
  - Scholarships
  - Housing
  - Where it's needed most
- Once you have initiated the transfer, please contact [giving@napavalleycf.org](mailto:giving@napavalleycf.org) to provide the date, amount, and plan administrator. This information enables us to properly process gifts if distributions arrive with no donor information.
- Once your IRA distribution is received, you will receive an acknowledgement letter from Napa Valley Community Foundation confirming that your gift came directly from your IRA. Please retain this letter for your tax records.
- You can also make a future gift by naming Napa Valley Community Foundation as a beneficiary of your IRA. Simply ask your IRA plan administrator for a beneficiary designation form and use the information below.
  - **Name:** Napa Valley Community Foundation
  - **Address:** 3299 Claremont Way, Suite 4, Napa, CA 94558
  - **Tax ID #:** 68-0349777

Thank you for supporting Napa Valley Community Foundation!

*Napa Valley Community Foundation does not provide tax, legal, or financial advice. Any document or information provided to you by our staff is intended to be educational and informational. All donors are strongly encouraged to seek counsel from their own legal and financial advisors regarding their own specific circumstances associated with the gift described in this document.*

## Sample Instruction Letter from Plan Owner to IRA Administrator for a Charitable Distribution

Date: \_\_\_\_\_

To: Name of IRA Plan Administrator or Broker \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

RE: Individual Retirement Account Number \_\_\_\_\_

Dear \_\_\_\_\_ ,

Effective \_\_\_\_\_ (date), please distribute \$\_\_\_\_\_ (up to \$100,000 per individual each year) from the account referenced above directly to the Community Foundation of the Napa Valley (DBA, Napa Valley Community Foundation), a California nonprofit public benefit corporation located at 3299 Claremont Way, Suite 4, Napa, California, 94558, for benefit of the following Fund(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I intend for this transfer to be a qualified charitable distribution (QCD) from my IRA under the Protecting Americans from Tax Hikes (PATH) Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Napa Valley Community Foundation is qualified under section 170(b)(1)(A) of the Internal Revenue Code and therefore may receive qualified charitable distributions. This distribution will **not** be deposited into a donor advised fund or a supporting organization and no goods or services have been provided in exchange.

**Important:** *In your transmittal to the Foundation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.*

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_ (phone number). Thank you for your assistance.

Please contact Terence Mulligan at 707-254-9565 x11 with questions about Napa Valley Community Foundation, or for wire transfer instructions.

Sincerely,

\_\_\_\_\_  
(Your name here)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_