How to Make a Qualified Charitable Contribution from Your IRA

- **Option 1:** Contact your IRA custodian and request a direct transfer to:
  Center for Conflict Resolution
  11 E. Adams St, Suite 500
  Chicago, IL 60603
  o Our tax ID number is **36-2997680.**
  o Do not withdraw the funds and make a contribution yourself, or you will have to report the withdrawal as taxable income.
  o If you are requesting the transfer at the end of the tax year, allow enough time for the transfer to complete by December 31.

- **Option 2:** Send a gift directly to Center for Conflict Resolution using your IRA checkbook.
  o Allow extra time for the gift to clear in order to take a tax deduction in the current calendar year.
  o Contact CCR with your name, the exact amount of your gift, and the name of your IRA custodian so we can provide you with substantiation for your tax return.
  o **Please note** that we are not in a position to give formal tax advice, and we strongly advise you to have these gifts reviewed by your own qualified financial or tax advisors.

Sample Letter

Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]
[IRA Administrator Name]
[IRA Administrator Address]

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____

Please issue a check in the amount of $_____ [not to exceed $100,000] payable to Center for Conflict Resolution and mail it to:

11 E. Adams Street, Suite 500
Chicago, Illinois 60603

CCR's tax ID is #36-2997680

In your transmittal to Center for Conflict Resolution, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer qualify for the 20__tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20__.

If you have any questions or need to contact me, I can be reached at _____ [provide your telephone number or email address].

Thank you for your assistance in this matter.

Sincerely,

_____
Your Name
Your Address