

The enclosed letter is populated with the information necessary to make a qualified charitable distribution from your retirement account to The Academy at Saint Joan of Arc. Simply complete your information, print the letter, and return it to your retirement account provider.

Please contact Holly Pickering, Director of Development, at 847-872-1003 or holly.pickering@theacademysja.org to advise us about your IRA QCD. We sincerely appreciate your investment in the students of The Academy.

Date

Dear :

Please accept this letter as my request to make a direct, qualified charitable distribution from my Individual Retirement Account *#[insert number here]* as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of *[\$amount]*, payable to The Academy at Saint Joan of Arc. The check should be mailed directly to the address below:

The Academy at Saint Joan of Arc
9245 Lawndale Avenue
Evanston, IL 60203

The Academy's qualified charitable organization's federal tax identification number is 83-3713112.

Please ensure you include my name and address as the donor of record in your transmittal of the IRA check to The Academy at Saint Joan of Arc. Please also copy me on your transmittal. It is imperative this distribution be postmarked no later than December 31 of this year, as it is also my intention to have this transfer qualify during this tax year.

It is my intention that this gift complies with IRC sec. 408(d)(8)

If you have any questions or need to contact me, I can be reached at *[Your Phone Number]* or *[Your Email Address]*.

Thank you for your assistance in this matter.

Sincerely,
[Your First and Last Name]
[Your Address]
[Your City, State ZIP]
[Your Phone Number]