**[INSERT DONOR ADDRESS AND CONTACT INFORMATION]**

**Qualified Charitable Distribution (QCD) Request to Plan Administrator**

**[INSERT DATE]**

**[IRA Custodian Firm, Contact, and Address]**

This letter serves as my request to make a qualified charitable distribution from my individual retirement account **[Insert number here]** as provided by the Setting Every Community Up for Retirement Enhancement (SECURE) Act of 2019.

Please issue the distribution in the amount of **$\_\_\_\_\_\_\_\_\_**to Jacinto Convit World Organization, Inc.

|  |  |
| --- | --- |
| **Distribution by CHECK** | **Distribution by WIRE TRANSFER** |
| Mail to:  Jacinto Convit World Organization, Inc  508 Misty Oaks Dr. Pompano Beach, FL 33069.  Email: jcwo@jacintoconvit.org | Beneficiary Bank: Bank of America  Account Name: Jacinto Convit World Organization, Inc.  ABA/Routing #: 063100277  Account #: 898132652868  Reference: Name of Donor  Bank Address: 222 Broadway New York, Ny 10038 |

The qualified charitable organization’s federal tax identification number is: 46-4905774

In your transmittal to the above-named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during this tax year.

If you have any questions or concerns regarding this request, I can be reached at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

**[INSERT NAME & SIGNATURE]**

Jacinto Convit World Organization, Inc, please designate my gift as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Jacinto Convit World Organization, Inc. 508 Misty Oaks Dr. Pompano Beach, FL 33069. Phone: +1 954 9709176 | email: jcwo@jacintoconvit.org