



Office of Institutional Advancement
88 Red Jacket Parkway
Buffalo, New York 14220

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institutionaladvancement@mtmercy.org

Qualified Charitable Distribution (QCD) Formerly "IRA Charitable Rollover" How to Complete Your Gift

1. Choose the IRA from which you'd like to make your gift.
2. Select the amount of gift you would like to make.
3. Contact the IRA administrator for the forms necessary to transact your gift; or use the sample letter on the following page to send to your IRA administrator.
4. Let us know of your IRA gift. Please contact the Mount Mercy Institutional Advancement Office at 716-825-8796 x324 or institutionaladvancement@mtmercy.org.

Under the CARES Act, RMDs for 2020 have been waived for all taxpayers.

RMD requirements resume for 2021

How it works:

- The donor must be age 70 ½ or older when the gift is made.
- The gift must come from a traditional IRA or Roth IRA account. (401(k), 403(b), SEP IRA accounts, and other retirement accounts do not qualify.)
- The gift must come directly from your IRA administrator to Mount Mercy.
- Total QCD gifts in any one year cannot exceed \$100,000.

- The QCD gift can count toward your Required Minimum Distribution (RMD) if you have not already taken your RMD for the year you make your gift.
- The gift from your IRA will not be available as an income tax charitable deduction;
- The gift from your IRA will be excluded from income.

Making a Gift from an IRA

1. Use the IRA distribution forms provided by your IRA custodian and the attached sample letter to direct that a distribution be made to the Mount Mercy Academy at the following address:

Mount Mercy Academy
William McKeever
Director, Institutional Advancement
88 Red Jacket Parkway
Buffalo, New York 14220

2. Download and use the attached cover letter to transmit the IRA distribution form to your IRA custodian. The letter specifically requests that your IRA custodian (a) memorialize your name and address as the donor of record in connection with this transfer and (b) copy you on the transmittal. We recommend that you also [email a copy of your IRA distribution form and your transmittal letter to Mount Mercy](#) or fax to (716) 825-0976.
3. Please indicate how you would like your gift to be used. While we recommend designating your gift for unrestricted purposes for maximum flexibility in funding Mount Mercy Academy's mission, donors may wish to designate their support for scholarships, financial aid, or other purposes.