

INSTRUCTIONS FOR MAKING A QUALIFIED CHARITABLE DISTRIBUTION FROM YOUR TRADITIONAL IRA

If you are 70 ½ years or older, you may be able to make a gift to Evanston Wilmette Golf Course Association (EWGCA) from your traditional IRA account via a qualified charitable distribution (QCD). A QCD may satisfy all or part of your Required Minimum Distribution and may not count towards your taxable income for the year. Before making a QCD, **YOU MUST CONSULT YOUR TAX ADVISOR** and understand the tax ramifications and requirements, and whether it is advantageous for you to make a QCD. A QCD must be delivered to EWGCA by December 31st. Because some IRA administrators have a deadline for requesting distributions, please check with your administrator about its deadlines in order to ensure a transfer is completed before year-end.

The QCD transfer must take place directly between your IRA administrator and EWGCA. **EWGCA's federal tax ID number is 36-2016649.** Your IRA administrator should make the check payable to "Evanston Wilmette Golf Course Association," identify you (by name and address) as the donor, and mail it to:

Evanston Wilmette Golf Course Association
ATTN: Business Manager
1030 Central Street
Evanston, IL 60201

Once your donation is received and identified, a letter of acknowledgement will be sent to you by U.S. postal mail. Thank you for supporting EWGCA and Canal Shores in this way.

Your IRA administrator may have a form for you to use to initiate a QCD. Or, you may wish to send a letter with the required information, along the lines of this sample letter:

Your Address

Date

Re: request for Qualified Charitable Distribution from IRA account

Name of IRA Custodian Institution

Address of Financial Institution

Dear (IRA Custodian):

I am requesting a direct Qualified Charitable Distribution from my Individual Retirement Account #_____.

Please issue a check in the amount of \$_____ payable to Evanston Wilmette Golf Course Association and mail it directly to the following address:

*Evanston Wilmette Golf Course Association
ATTN: Business Manager
1030 Central Street, Evanston, IL 60201*

Please include my name and address on the check or with accompanying correspondence, and send me a copy of the transfer for my records. The Evanston Wilmette Golf Course Association is a 501(c)(3) not-for-profit organization; its Treasury Tax ID number is 36-2016649.

You may contact me at (____) ____ - ____ if you have any questions. Thank you for your assistance.

Sincerely,

_____ *(signature)*

[Your Name]