How to Make a Qualified Charitable Distribution From Your IRA

1. Obtain a Qualified Charitable Distribution form from your IRA plan administrator.
   You can go online or request a proprietary form directly from your IRA plan administrator.

2. Complete the Qualified Charitable Distribution form using the following information:
   - Charity name and address:
     The Tower Foundation of San José State University
     One Washington Square
     San José, CA 95192-0184

3. Fill out the information below and mail this form to:
   - Anie de la Rosa Clark
     Planned Giving Coordinator
     San José State University
     One Washington Square,
     San José, CA 95192-0257

   Or send it via email to anie.clark@sjsu.edu

   Apply my gift to (Name of Fund/Purpose): ___________________________________________________

   Amount: _______________________________________________________________________________

   Donor Name: ____________________________________________________________________________

   Full Address: ____________________________________________________________________________

   Telephone: ________________________________ Email: ________________________________________

   Date: ________________________________

For questions, contact SJSU Planned Giving at 408-924-1155 / anie.clark@sjsu.edu.