

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:

Kendra Livingston
Senior Director of Planned Giving
San José State University
One Washington Square,
San José, CA 95192-0257

Or send it via email to k.livingston@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 408-924-1123 / k.livingston@sjsu.edu.