

# 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](mailto: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](mailto:anie.clark@sjsu.edu).