HOW TO MAKE IRA QUALIFIED CHARITABLE DISTRIBUTION (“QCD”) GIFTS TO SVCF

Contact your traditional or Roth IRA retirement plan administrator well before the December 31 deadline and ask how to initiate the transfer. All qualified distributions must be made directly to Silicon Valley Community Foundation (SVCF) by the plan administrator. Your plan administrator may have a form for you to complete.

If your plan administrator does not have a form, submit your written request to your plan administrator with the following information:

- Your name and plan ID/account number.
- Instruct your plan administrator to make a qualified charitable distribution directly to Silicon Valley Community Foundation.
- Include the desired distribution amount (from $1 to $100,000).
- Instruct your plan administrator to include your name on the check.
  - NOTE: Unfortunately, IRS rules do not permit IRA QCDs to donor advised funds (DAFs) or supporting organizations.

Gift purpose can be designated to SVCF funds and noted in the check memo section.

- SVCF Strategic Initiatives
  - Housing: Increasing Access to Housing Opportunities (Fund 4538)
  - Financial Stability (Fund 4535)
  - Early Childhood (Fund 6081)
  - California Black Freedom Fund (6044)
  - LatinXCEL Fund (6085)
- Community Endowment Fund (3243)
- The Bright Futures Scholarship Endowment Fund (4669)

Instruct your plan administrator to make the qualified charitable distribution directly to Silicon Valley Community Foundation by check using the following instructions:

CHECKS PAYABLE TO SILICON VALLEY COMMUNITY FOUNDATION
The administrator should mail a check with your name and gift purpose referenced in the check memo section to:
Silicon Valley Community Foundation
Attention: Gifts Administration
2440 West El Camino Real, Suite 300
Mountain View, CA 94040-1498

Federal Tax ID #: 20-5205488

Distribution will be made directly to SVCF with your name included on the check. The check will not come to you.

Once your IRA distribution is received, you will receive a special acknowledgement from SVCF for use when you file your 2021 taxes.

Thank you for supporting SVCF!