



818 West Riverside Avenue, Suite 650, Spokane, WA 99201-0909

Phone: 509-624-2606 | Fax: 509-624-2608 | www.innovia.org

IRA Qualified Charitable Distribution (QCD)

Institutional Funds Transfer

Letter of Authorization

1. Use this form to request a QCD from your IRA.
2. Send to your Financial Advisor
3. Send a copy of this completed form to Innovia Foundation
 - a. FAX to 509-624-2608 attn: Lauren Autrey
 - b. Email a scanned copy to lautrey@innovia.org
 - c. Mail to Lauren Autrey, CFOO, Innovia Foundation, 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201
4. Financial Advisor will follow your instructions to give your QCD to Innovia Foundation which is a 501 (c)(3) charitable organization eligible to receive tax deductible contributions.
5. The distribution must be made payable directly to Innovia Foundation. Please have the fund name listed on the memo line. Your financial institution will issue a check made payable to Innovia Foundation and should be mailed directly to Innovia Foundation (address above).
6. QCD's will count towards your annual IRA required minimum distribution (RMD) for the year distributed. For a QCD to qualify as your annual RMD, the funds must be distributed by your RMD deadline, December 31st, please allow for processing time.
7. QCD's are not subject to tax withholding.

SECTION A - PARTICIPANT INFORMATION

Name (First, Middle, Last) _____

Date of Birth _____

Social Security # _____

SECTION B - ACCOUNT TYPE

I elect a QCD from the following IRA (check only one):

Traditional IRA

Roth IRA

SECTION C - PAYOUT DATE

As soon as possible or Payment issued on (date) _____ (mm/dd/yyyy)

SECTION D - QCD INSTRUCTIONS

I authorize distribution to the qualified charitable organization listed below:

Name of Charitable Organization: Innovia Foundation

Taxpayer Identification Number of Charitable Organization: **91-0941053**

Amount of Distribution: \$ _____

Name of Fund: _____

SECTION E - SIGNATURE AND NOTARIZATION

By signing below, I:

- Acknowledge the distribution requested satisfies the QCD requirements under Internal Revenue Code Section 408(d)(8) and understand that to the extent this distribution does not qualify as a QCD under section 408(d)(8) I shall be liable for federal, and possible state income taxes on the taxable portion of the payment;
- Acknowledge I have consulted a tax advisor and IRS Publication 590-B before making this request for a QCD;
- Understand any false or misleading information submitted on this form or any attached form may subject me to personal liability against me if damaged by false or misleading information submitted by me;
- Certify that I am not a party to a divorce proceeding and am not subject to an injunction/order which prevents me from transferring or disposing of property, including funds in an IRA;
- Understand the distribution may take **up to 14 days** to process and that the Financial Institution is not responsible for market fluctuations that may decrease my expected payout due to declining financial markets occurring during the processing period;
- Please check your state for Notary requirements

Print Name: _____

Primary Phone Number: _____

Signature: _____

Date: _____

Innovia Foundation is a nonprofit organization under Section 501(c)(3) of the US Internal Revenue Code (Federal Tax 91-0941053) and registered with the Secretary of State, Washington State.