

**SUGGESTED LETTER TEXT FOR YOUR ADMINISTRATOR—ADD YOUR DETAILS**

Date

Address of Custodian

SUBJECT: IRA Charitable Rollover Transfer

Dear (IRA Custodian):

As the owner of IRA Account # \_\_\_\_\_ that is in the custody of your institution, I request that you transfer from that account the sum of \$ \_\_\_\_\_ to:

**The University of Texas MD Anderson Cancer Center  
Development Office Donations  
PO Box 4486  
Houston TX 77210-4486**

The US Treasury Tax ID Number for MD Anderson Cancer Center is: 74-6001118.

It is my intention to make a Qualified Charitable Distribution (QCD) to The University of Texas MD Anderson Cancer Center with my IRA, which may fulfill part or all of my IRA required minimum distribution (RMD) for calendar year 2020. Please make the check payable to:

**The University of Texas MD Anderson Cancer Center**

I also request that you put identifications on or with the check you send noting that this QCD is from my IRA Account.

This letter is sufficient authorization for you to make this QCD gift. However, if you require any further documents, please promptly contact me.

Cordially yours,

(IRA Owner Name, Mailing Address, and Email Address)

**[NOTE TO IRA OWNER: Apart from the above letter, please notify the MD Anderson Cancer Center to watch for your IRA Rollover Gift, the date sent, the gift amount and the purpose for which you would like your gift applied]**