

Traverse Area Recreation and Transportation (TART) Trails, Inc.
How to make a Qualified Charitable Distribution

We are pleased to provide you with the following asset delivery instructions. These instructions are to be used for gifts directly from an IRA. **Donations made by check or credit card may be sent directly to TART Trails.**

How To Do A Qualified Charitable Distribution (QCD)

To complete a qualified charitable distribution (QCD) from an IRA to TART Trails, the IRA owner must:

1. Already be age 70 ½ on the date of distribution (note: if married, each spouse can make use of this opportunity)
2. Submit a distribution form to the IRA custodian, requesting that the check be made payable *directly* to the TART Trails
3. Ensure that no tax withholding is being done from the QCD to TART Trails (as the money must actually go *to* TART Trails to qualify, and as a non-taxable distribution no withholding should be necessary)
4. Send the check directly *to* TART Trails, or to the IRA owner to be forwarded along to TART Trails
5. A maximum of \$100,000 per year can be distributed using this strategy, and treated as the donor's 'required minimum distribution' for the calendar year.

While the process of completing a QCD to a charity is fairly straightforward, the key administrative requirement is that the distribution check must be made payable *directly* to the charitable entity. If the funds go to the IRA owner and are then passed along *to* the charity, it is still a taxable distribution to the IRA owner and not a QCD.

Under [IRS Notice 2007-7, Q&A-41](#), it is permitted for the check to be *mailed* to the IRA owner, as long as the check is payable *to* the charity, but a check payable to the IRA owner that is merely endorsed over to the charity does not satisfy the QCD requirements.

Check

Payee: TART Trails, Inc.
Mail to: TART Trails
PO Box 252
Traverse City, MI 49685

Questions? Call TART Trails 231-941-4300