

\_\_\_\_\_, 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*{Custody Agent/Address}*

**RE: Request for Direct Qualified Charitable Distribution from IRA**

Dear IRA Custodian:

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_.

Please issue a check in the amount of \$ \_\_\_\_\_, payable to the "University of Hawai'i Foundation" (Tax ID 99-0085260) and mail it to: University of Hawai'i Foundation  
P.O. Box 11270  
Honolulu, HI 96828-0270

If you'd prefer to wire the funds to the University of Hawai'i Foundation, please email [gift.processing@uhfoundation.org](mailto:gift.processing@uhfoundation.org) or call Jere Nakamura at (808) 956-4658.

This distribution made to UH Foundation is to benefit the \_\_\_\_\_.  
In your transmittal to the UH Foundation, please give my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address above.

It is my intention to have this transfer qualify during the 2023 tax year.

If you have any questions, or need to contact me, I can be reached at: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
*{IRA Account Owner}*

\_\_\_\_\_  
*{IRA Account Owner Address}*