

# Best Practices for a Qualified Charitable Distribution (QCD)

Here are some helpful hints to ensure that your QCD is handled properly:

This provision is available for distributions made from Jan. 1, 2006 through Dec. 31, 2011. Any distributions made on or after Jan. 1, 2012 will not be eligible for QCD treatment.

A QCD must be issued directly to a qualified charity. Generally, a qualified charity includes most public charities, including religious institutions, certain veterans' organizations, fraternal societies, and community foundations that provide scholarships. The charity also must be one to which deductible contributions may be made. The donor can't receive any benefit from making a QCD (e.g. tickets to an event or fundraiser). Additionally, a QCD cannot be deposited by the charity into a donor advised fund.

Before issuing a check for a QCD from your Traditional IRA or Roth IRA:

1. Consult your tax professional to ensure that it is in your best interest to make a QCD.
2. Consult your tax professional and the charity to ensure the charity is a qualified charity and they will accept your check as a QCD.
3. You must have already attained age 70 ½ on or before the date the check is issued.

If you decide to issue a check for a QCD from your Traditional IRA or Roth IRA, follow these steps:

1. ~~Verify the amount, if any, of all QCDs you have already made during the current year. The limit is \$100,000 per person, per calendar year.~~
2. Notify the qualified charity that they will be receiving a check from you. Obtain the following information from the charity:
  - a. Name of the person who will be responsible to issue a receipt to you. Tell them that they should expect to receive a check (and the amount) from your Edward Jones Traditional IRA or Roth IRA. A receipt is required by the IRS, so ensure you receive one.
  - b. Address of the charity. Their street address is preferred, but a P.O. Box is acceptable.
  - c. How the check should be made payable.
3. After you have the above information, contact your Edward Jones financial advisor.
  - a. Ask to have a check issued from your Traditional IRA or Roth IRA. You will need to liquidate securities if you do not have cash and/or money market funds available.
  - b. Sign and return the distribution form your financial advisor provides to you. The check will not be issued until we receive a signed form from you. A scan is acceptable. Make two copies of the signed form - keep one copy with your permanent tax records and give the other copy to your tax professional.
4. Follow-up with the charity 7-10 business days after the check is mailed. Verify that they received the check and have mailed a receipt to your home.
5. After you obtain the receipt from the charity, keep it with your permanent tax records. Mail a copy to your tax professional.

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Name of qualified charity: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Check amount: \$ \_\_\_\_\_

Date check issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date charity received check: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of receipt from charity: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do not return to Edward Jones -- keep with your permanent tax records

Edward Jones, its employees and financial advisors do not provide tax or legal advice. Clients should review this information with their tax advisor or legal professional for information regarding, or issues concerning the tax implications of the above information prior to acting on this information.