

# Qualified Charitable Distribution Checklist

Follow these easy steps to make your QCD gift today!

**Contact your IRA custodian and request a Qualified Charitable Distribution (QCD) form**

**Complete your distribution form**

Most IRA custodians will not identify the donor that the QCD gift comes from, meaning that we won't know who made the gift or if there is a restriction for the gift. To ensure your gift is used in the way you intend, **please instruct your IRA custodian to include your name and address on the memo line or check stub. Checks should be made out as follows\*:**

If you are giving to the Annual Catholic Appeal, the check should be made payable to **Annual Catholic Appeal.**

If you are giving to *To Teach Who Christ Is*, the check should be made payable to **To Teach Who Christ Is.**

If you are giving to Priests' Health and Retirement/PRMAA, the check should be made payable to **Priests' Health and Retirement/PRMAA.**

\* If you would like your gift to support a program or ministry not listed here, please contact **Karen Whitehead** at **312.534.7461** or [kwhitehead@archchicago.org](mailto:kwhitehead@archchicago.org) for more information.

**Indicate where to send the QCD check**

Instruct your IRA custodian to send your QCD check to:

Archdiocese of Chicago  
Karen Whitehead – Stewardship & Development  
835 N. Rush St.  
Chicago, IL 60611

**Mail the form to your custodian**

Send your distribution form to your IRA custodian. It usually takes 5-10 business days from the day your form is received by your IRA custodian to the day the charity receives the check. The end-of-year period is especially busy for IRA custodians and charities. **If you are trying to complete your QCD for the current tax year, it is best to submit your form prior to December 1.**

## Questions?

Please contact **Karen Whitehead** at **312.534.7461** or [kwhitehead@archchicago.org](mailto:kwhitehead@archchicago.org) if you have any questions about making your QCD gift.

*This information is not intended as legal, accounting or other professional advice. For assistance in gift planning, please consult an attorney and financial advisor.*