MAKING A GIFT FROM AN IRA TO CAL POLY

THE IRA GIFT DETAILS

The charitable IRA rollover allows you to make a distribution from your Traditional or Roth IRA as a charitable gift and count towards your required minimum distribution. While the disbursement to Cal Poly will be excluded from taxable income, the gift does not qualify as a charitable deduction. Unfortunately the IRS views this as a double benefit per Sec. 408 (d)(8).

Specifically:

- You, as the plan owner, must be at least 70 ½ years of age on the date of your gift.
- You may gift up to $100,000. This limit applies to each person, meaning that if both spouses have IRA plans, each may make gifts up to that limit. Please note that 401(k) plans and other non-IRA retirement plans do not qualify.
- With respect to a traditional IRA, the gift will be counted against your required minimum distribution but that portion of the distribution will not be subject to income tax (in exchange, you forego the ability to claim the gift as a deduction). Roth IRAs are not subject to minimum distribution rules and amounts distributed are not included in income.
- The gift must go to a qualified public charity, such as the California Polytechnic State University Foundation.
- You must make your gift outright. These funds cannot be used to establish a planned gift such as a charitable gift annuity or a charitable remainder trust.

STEPS FOR MAKING A GIFT

The process for making a gift using your IRA is straightforward — but it is important to exercise care to assure that your transaction is completed correctly. It is especially important that you avoid having the funds distributed to you personally, as that could trigger an income tax.

If you have any questions about the following steps, please contact Cal Poly’s Office of Gift Planning at 805-756-7125 or via email to giftplanning@calpoly.edu. We are always happy to work with you to ensure that your gift reflects your passions and priorities at the university.
TO MAKE A GIFT FROM YOUR IRA

1. Contact your IRA administrator requesting the distribution. They may have a form for you to complete or you may be able to use the sample letter below.
2. Notify Cal Poly at 805-756-7125 or via email to plannedgiving@calpoly.edu so we can expect the distribution check and direct it as you have requested.
3. A confirmation will come from Cal Poly when we receive your distribution.

SAMPLE LETTER TO AN IRA ADMINISTRATOR

(Date)

To Whom It May Concern:

You are requested and authorized via this letter to make a charitable distribution from my Individual Retirement Account (# ________).

I request that a check be issued in the amount of ($_______) payable to:

California Polytechnic State University Foundation
c/o Office of Gift Planning
Heron Hall, Building 117
Cal Poly
San Luis Obispo, CA  93407-0444

This distribution made to the California Polytechnic State University Foundation (federal tax identification number 20-4927897) is to benefit Cal Poly’s (college, department, program or endowment of your choice).

Please include my name as the donor of record in connection with this charitable distribution.

I am requesting a copy of your transmittal to the California Polytechnic State University Foundation be sent to me.

Sincerely,

(Your Name)
(Address)