

How to give your Retirement plan minimum distributions to Christ Episcopal Church

Thank you for your interest in making a gift to Christ Episcopal Church from your retirement plan's annual minimum distribution. These instructions will help you make your gift through a direct transfer, which avoids tax consequences to you. Please direct any questions to the Church office (christchrsp@gmail.com / 410-838-6606).

Step 1: Initiate Transfer

It is necessary for you to contact your Retirement Plan Administrator to initiate the transfer. It is important to provide them proper language and instructions for successful transfers. Use our sample Letter of Instruction (attached). Your gift will be considered a Qualified Charitable Distribution (QCD), which means it will roll over without tax consequences to you if it goes directly from your Plan Administrator to the church.

Step 2: Notify Christ Episcopal Church

Once the transfer instructions have been communicated to the Retirement Plan Administrator, you will need to provide some information about the gift for audit and acknowledgement purposes. Please send us a letter or an e-mail to communicate the information below at the time of transfer:

- Donor's full name and complete address
- Name of Retirement Plan Administrator and contact information
- Specific gift amount
- Specific Christ Episcopal Church program to which the gift should be directed (if any)

Send information to:

Mail: Christ Episcopal Church, PO Box 215, Forest Hill, MD 21050

E-mail: christchrsp@gmail.com

Phone: 410-838-6606

Christ Episcopal Church is a charitable organization under Section 501(c)(3) of the Internal Revenue Service Code and is exempt from federal income taxation. The tax identification number of Christ Episcopal Church is 52-6043950.

This information is not offered as legal or tax advice. Prospective donors are urged to consult with their personal tax and financial advisors prior to making a gift to Christ Episcopal Church.