

# IRA CHARITABLE DISTRIBUTION GUIDELINES



If you are 70½ or older, you can take advantage of a streamlined way to give to charity and receive tax benefits. Give up to \$100,000 from your IRA to a qualified charity without having to pay income taxes on the money. This also helps you meet your required minimum distribution for the year.

Community First Foundation has taken it one step further. We have created a way for you to use our online tool, ColoradoGives.org, to support multiple charities with a single IRA Charitable Distribution. This simplifies the process for your plan administrator and lets you support multiple nonprofits conveniently.

## Benefits of an IRA Charitable Distribution to Community First Foundation

- Support multiple nonprofits with one distribution
- Make a donation at any time of day, from any location, using a Giving eCard provided to you once we receive your distribution
- Rest assured you are donating to charitable organizations recognized by the Internal Revenue Service and in good standing with the Colorado Secretary of State.

## Steps to Using Your IRA Charitable Distribution with Community First Foundation

1. Contact your IRA plan administrator to initiate the distribution from your IRA to Community First Foundation.
2. Complete our Request Letter and send it to your IRA plan administrator.
3. Notify us of your gift by completing and returning our Letter of Intent. Or contact us at 720.898.5900 or [philanthropy@CommunityFirstFoundation.org](mailto:philanthropy@CommunityFirstFoundation.org).
4. When Community First Foundation receives the distribution from your IRA, we will generate an acknowledgement letter. This letter will contain a Giving eCard number.
5. Visit [ColoradoGives.org](http://ColoradoGives.org) and choose the nonprofits you want to support.
6. When you are ready to check out, select the Giving eCard payment option.
7. Enter your Giving eCard number in the space provided and click submit. Please note that there is a 2 percent fee on all transactions processed through [ColoradoGives.org](http://ColoradoGives.org).

## Expiration Dates

If your IRA Charitable Distribution is received by Community First Foundation January through November, you can use your Giving eCard until close of that calendar year. If it is received in December, you have until the close of the *following* December to use your Giving eCard. If you do not use your Giving eCard by the expiration date, the unused dollars will be redirected to Community First Foundation and used for a charitable purpose.

Please pay careful attention to timing if you are writing a check on your IRA account towards the end of the year. If you write a check in one year but it does not clear until the following year, your IRA custodian

may count it towards your minimum distribution in the following year. We recommend that you initiate any required minimum distributions at least two weeks before the end of the year or request a wire transfer from your custodian.

### About Community First Foundation

Since 1975, Community First Foundation has helped individuals, families, businesses and nonprofits come together to improve the quality of life and create positive change in Jefferson County, the Denver metropolitan area and beyond.

### Our Mission

Community First Foundation increases generosity and powers community for positive change.

*This document is for informational purposes only and does not serve as tax advice or legal opinion. For such advice and opinion, please consult your qualified legal and financial advisers.*

### Learn more

Please contact Philanthropic Services | 720.898.5900  
philanthropy@CommunityFirstFoundation.org

