

# IRA QUALIFIED CHARITABLE DISTRIBUTION

## How do I make a gift from my Individual Retirement Account?

- Contact your IRA plan administrator and submit a request for a Qualified Charitable Distribution (QCD). We suggest that you begin this process by October 1 to ensure that the distribution is made before the December 31 deadline. All QCDs must be made **directly** to The San Francisco Foundation by your plan administrator.
  - If you have check writing privileges, make the check payable to "The San Francisco Foundation." Please note that for tax purposes, the gift date is the date that the funds leave your IRA account and ***not*** the postmark on the envelope. Please allow enough time for the check to clear to ensure that the funds are withdrawn during your preferred tax year.
  - If you would like to designate your gift, you may direct it to specific funds such as:
    - One of our [Field of Interest Funds](#) (arts, environment, housing, education and more!)
    - [Bay Area Leads Fund](#) #8362, underwrites our leadership work—from advocating for equitable policies, to research and community engagement.
    - [Stand Together Bay Area Fund](#) #8670, provides direct emergency grants to trusted, local nonprofit organizations that ensure families receive essential assistance for rent, food, and basic living expenses—helping them remain safe and secure.
    - [Rapid Response Fund](#) #8396, provides small grants to frontline grassroots organizations helping to build the voice and power of people of color.
    - [SFF's Endowment Fund](#) #1309, provides SFF with flexible resources to strengthen communities for generations to come and to support our community's evolving needs.
- \* Please note that QCDs are not permitted to Donor Advised Funds (DAFs).**
- Once you have initiated the transfer, please contact Stephanie Dustman at (415) 733-8534 or [sdustman@sff.org](mailto:sdustman@sff.org) to provide the date, amount, and plan administrator. This information enables us to properly process gifts if distributions arrive with no donor information.
  - Once your QCD is received, you will receive an acknowledgement letter from the San Francisco Foundation confirming that your gift came directly from your IRA. Please retain this letter for your tax records.
  - You can also make a future gift by naming the San Francisco Foundation as a beneficiary of your IRA. Simply ask your IRA plan administrator for a beneficiary designation form and use the information below.
    - Name: The San Francisco Foundation
    - Address: One Embarcadero Center, Suite 1400, San Francisco, CA 94111
    - Tax ID #: 01-0679337