

How to Request Qualified Charitable Distributions (QCD)

Fast Facts

- A Qualified Charitable Distribution (QCD) may be used to satisfy the required minimum distributions (RMDs) for the year, as long as certain rules are met.
- QCDs can be made by either gifting checks or securities (mutual funds/stocks)
- Gifting via check or gifting via securities defines which process the financial professional must follow in order to submit the QCD request.

Note: The company recommends consulting with a qualified tax professional about QCDs. The company does not provide tax or legal advice advice.

QCD - Gifting with a Check

If the financial professional's client wants to complete a Qualified Charitable Distribution by gifting a check to a qualified charity, the financial professional has two options to process the request.

The QCD request can either be processed by using [IRA Premier Checkwriting](#), which enables them to write the check directly to the charity, or by submitting a completed [Form CM105](#) through the Move Money tool.

When completing the form, the financial professional can select from two different distribution options. The financial professional can select the "One-Time Distribution" option within **Section 3 - One Time Distribution**, and input the dollar amount. Or the financial professional can select the "Periodic Distribution" option within **Section 3 - Periodic Distribution**, and input the dollar amount.

Note:

- When using the checkwriting option, the distribution is reported in the year the check was cashed, not in the year it was written.
- In order for the check to qualify for the QCD exemption, the check must be made payable to the qualified charity. But the address can belong to the IRA holder. Sending the check to the IRA holder, payable to the charity, allows the IRA holder to present it to the charity to obtain a receipt for tax documentation purposes.

QCD - Gifting with Securities

If the financial professional's client wants to complete a Qualified Charitable Distribution by gifting securities (mutual funds/stocks) to a qualified charity, the financial professional must follow these steps:

- The financial professional fills out [**Form CM105**](#).
 - They need to include the DTC number in the "Special Instructions" section.
 - They must select the "In-Kind Distribution" option in **Section 3 - One Time Distribution**.
 - They must provide the number of shares, symbol or CUSIP, and a description of the asset.
- The financial professional submits the manually completed [**Form CM105**](#) via the "upload" feature on the account's **Documents** tab.
- The financial professional calls their dedicated service team or the Retirements Service Team to submit a service request on their behalf for processing.
 - The financial service professional (FSP) will acquire the completed [**Form CM105**](#) from the **Documents** tab or have the financial professional email them the completed [**CM105**](#).
 - The FSP will review the CM105 to ensure the form is filled out correctly.
 - The FSP will create a case routed to **Move Money > Check Distribution Retirement**.
 - The FSP can review the Case and SPAD notes for status updates throughout the processing steps.

Note: In-kind distributions may take 2-4 weeks to complete, depending on the type of security being distributed.