THE AMERICAN LAW INSTITUTE 100

IRA Qualified Charitable Distribution Instructions

Contact your Traditional or Roth IRA retirement plan administrator and ask how to initiate the transfer. All qualified distributions must be made directly to The American Law Institute by the plan administrator. Your plan administrator may have a form for you to complete. If your plan administrator does not have a form, submit a written request directly to your plan administrator with the following information:

1. Your name and plan ID/account number.
2. Instruct plan administrator to make a "qualified charitable distribution" or "charitable IRA rollover" directly to The American Law Institute.
3. Include the desired distribution amount ($1-$100,000).
4. Instruct plan administrator to include your name on the check. The gift's purpose may be added to the memo section.
5. Instruct plan administrator to make the qualified charitable distribution directly to The American Law Institute.
    a. Make checks payable to The American Law Institute and mail to:
        The American Law Institute
        4025 Chestnut Street
        Philadelphia, PA, 19104
    b. For electronic transfers, see www.ali.org/wiretransfer.

Federal Tax ID #: 23-1352013

Once your IRA distribution is received, you will receive a special acknowledgement from The American Law Institute for use when you complete your taxes.