

QUALIFIED CHARITABLE DISTRIBUTION (QCD) PROCEDURES

To facilitate charitable giving to WELS and WELS-affiliated ministries, WELS Foundation processes qualified charitable distributions (QCDs) benefiting WELS or ELS ministries including congregations, area Lutheran high schools, or any WELS-affiliated ministry. WELS Foundation does not charge for this service.

Below are the steps to complete a QCD from your IRA through WELS Foundation.

STEP 1

Notify WELS Foundation of your intent to make the gift. Please provide our staff with the following:

- Donor name, mailing address, phone number, and e-mail
- Name of mutual fund/investment company
- Amount of gift
- The ministry or ministries that will benefit (*minimum of \$250 per ministry*)
- Ministry/ministries' name, address, and gift purpose, if other than "undesignated"
- Please note if your gift should remain anonymous

Please provide the above information to WELS Foundation by e-mail:

- **E-mail:** WELSFoundation@wels.net
- **Phone:** Jaime Gildemeister at 414-256-3213
Megan Butz at 414-256-3262

STEP 2

Contact your financial advisor or IRA custodian to request a qualified charitable distribution from your IRA to WELS Foundation.

Helpful information your financial advisor may need:

- **WELS Foundation information:**
 - Federal tax EIN: 39-6084446
 - Address: N16W23377 Stone Ridge Drive, Waukesha, WI 53188-1108

STEP 3

When the gift is received, WELS Foundation will mail you the appropriate gift acknowledgment for tax purposes. The gift proceeds will then be distributed to the ministry or ministries that you designate. This process can take up to two weeks.