



## Charitable IRA Rollover Gifts: Qualified Charitable Distribution (QCD) *Instructions & Information*

1. Please contact your IRA custodian to request forms and instructions to rollover your IRA distribution as a charitable gift to The Medical University of South Carolina Foundation (“MUSCF”), Federal Tax ID: 57-6028985.

Please request the charitable IRA rollover or QCD distribution check be made payable to The Medical University of South Carolina Foundation ("MUSCF"), Federal Tax ID: 57-6028985.

Please request that your **name** appear on the **Memo Line** of the check or on the accompanying check stub. If space permits, please also include the **fund designation**.

**Please instruct your IRA Custodian to mail the check to the following:**

MUSC Foundation  
ATTN: IRA Gift Processing  
18 Bee Street, MSC 450  
Charleston, SC 29425

2. **Please notify the MUSC Office of Planned Giving of your IRA gift by contacting us at (843) 792-9562 or at [caroe@musc.edu](mailto:caroe@musc.edu) and include the following information:**

**Name of your IRA custodian**

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**IRA gift amount**

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**How the gift is to be designated** (*as detailed as possible, i.e. name of fund*)

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**Your contact information** (*address, phone, email, etc.*)

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3. **MUSC Office of Planned Giving Contact:**

Catherine Caroe  
Assistant Director of Planned Giving  
268 Calhoun St., MSC182  
Charleston, SC 29425  
Email: [caroe@musc.edu](mailto:caroe@musc.edu)

### DISCLAIMER

No Legal Advice Intended: The contents of this form are intended to convey general information only and should not be construed as or relied upon for, legal or tax advice in any particular circumstance or fact situation. You should contact your attorney or other financial adviser for advice on specific legal issues.