

SAMPLE IRA Gift Distribution Request Letter

(The donor/taxpayer provides to the IRA Plan Administrator to request a gift distribution to the United Methodist church or favorite United Methodist ministry of his/her choice)

For an editable form of this document contact the Foundation Office at 888-453-8405

(Date)

RE: Request for charitable distribution from my Individual Retirement Account for the 2014 Tax Year

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account # _____ as provided by the "The American Taxpayer Relief Act of 2012," and Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to the following charitable organization at the following address:

*United Methodist Church or United Methodist ministry
1234 W. Oak Street
Cityville, KS 54321*

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Please indicate that the purpose of the gift is to benefit *(the General Budget; the Building Fund; the Mission Project... etc.)* Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion from taxable income during the **2014 tax year**. Therefore, it is imperative this distribution be postmarked no later than **December 31, 2014**.

If you have any questions or need to contact me, I can be reached at *(telephone#)*. Thank you in advance for your assistance and prompt attention to this matter.

Sincerely,

(Your signature)

(Print Name), Plan Owner

Home Address

City, State, Zip