

SAMPLE letter from **IRA Owner** to **IRA Administrator** authorizing a qualified charitable distribution from an Individual Retirement Account

NOTE: The letter may need a signature guarantee. The IRA owner should ask the custodian about signature requirements and the mailing address.

Date

IRA Plan Administrator Name

Mailing Address

Re: Request for Qualified Charitable Distribution from IRA Account

Dear Sir or Madam:

Please accept this letter as my request and authorization for you to make a qualified charitable distribution from my IRA account #\_\_\_\_\_ as provided by The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ payable to the **Westminster Presbyterian Church of Ann Arbor Endowment Fund** at address below:

Westminster Presbyterian Church Endowment Fund  
1520 Scio Church Road  
Ann Arbor, Michigan 48103

In your transmittal to Westminster, please include my name and address as the donor of record in connection with this transfer. Please copy me on your correspondence.

For your records, the organization's tax identification number is 38-1861814.

It is my intention that this transfer will qualify for exclusion during the 2011 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2011.

Thank you for assisting me with this gift. If you have questions please call me.

Sincerely,

Signature of IRA Owner

IRA Owner Name

Address

Telephone Number