

SAMPLE LETTER

**Request Distribution from Traditional or Roth IRA for Charitable Purposes**

Date

Name of IRA Administrator

Address

ATTN: IRA Plan Administrator

Dear \_\_\_\_\_:

Please accept this letter of instruction as authorization to make a tax-free distribution from my Individual Retirement Account No. [insert number here] for charitable purposes as provided by the **Tax Increase Prevention Act of 2014** and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended for the 2014 calendar year.

A distribution in the amount of \$\_\_\_\_\_ shall be made to the following charity(ies):

KQED Inc.  
2601 Mariposa Street  
San Francisco, CA 94110

Attention: [appropriate KQED contact name]

In your distribution transmittal, please include my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below. It is my intention that this gift comply with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2014 tax year. Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, 2014.

If there are any questions concerning this distribution, please do not hesitate to call me at [donor's phone number].

Sincerely yours,

Name of IRA holder

cc: Charitable Recipient(s)