

Sample letter for arranging a charitable distribution from an IRA

[Home Address]
[Date]

To: [My IRA Administrator, name and address]

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account # _____, as provided for by the Protecting Americans from Tax hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to the Unitarian Universalist Church of Bloomington and mail it directly to the church at: 2120 N Fee Lane, Bloomington, IN 47408

The recipient's tax identification number is 35-1104081.

If you need to contact me, I can be reached by telephone at _____

See your IRA administrator or tax advisor if you have any questions.

Ed Robbins, Treasurer