

## **INDIVIDUAL RETIREMENT ACCOUNT (IRA) ROLLOVER**

### **Sample Letter of Instruction from Donor to IRA Administrator to make a Qualified Charitable Distribution from an IRA**

Date

Name of IRA Administrator

Address

City, State Zip

RE: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear IRA Administrator:

Please accept this letter to serve as my request to make a direct charitable contribution from my Individual Retirement Account Number (provide account number) as provided by the Tax Increase Prevention Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to:

St. Gabriel Radio, Inc.

Attn: Bill Messerly, Executive Director

Federal Tax ID #30-0220140

4673 Winterset Drive

Columbus, Ohio 43220

\*Include my name, address, and phone number on the check memo or with an accompanying letter.

Thank you in advance for your cooperation in this matter.

Sincerely,

Donor name

Donor address

City, State Zip