

(Call your plan provider to determine the most efficient way to send this letter of instruction to them).

[DATE]

[NAME OF IRA PROVIDER] [ADDRESS]

[CITY, STATE, ZIP]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account under Sec. 1201 of the Pension Protection Act of 2006 (the PPA) and Sec. 408(d)(8) of the Internal Revenue Code of 1986, and made permanent under the Consolidated Appropriations Act of 2016.

My account Number is: [INSERT ACCOUNT NUMBER]

Please issue a check in the amount of \$ _____ payable to Christ Episcopal Church at the following address:

Christ Episcopal Church, Rock Spring Parish
PO Box 215
Forest Hill, MD 21050

The tax identification number of Christ Episcopal Church is 52-6043950.

In your transmittal to the church, please state my name and address as the donor of record regarding this transfer, and copy me on your transmittal. It is my intention to have this transfer completed during the 20____ tax year.

If you have any questions or concerns regarding this request, I can be reached at [INSERT PHONE NUMBER].

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

[DONOR NAME]