

**SAMPLE LETTER**  
**Request from You (IRA plan Owner) to IRA Administrator for Charitable Distribution**

(Date)

(IRA Administrator Name)  
(IRA Administrator Address)

RE: Request for charitable distribution from my Individual Retirement Account for the 20\_\_ Tax Year

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account # \_\_\_\_\_ as authorized by Section 408(d)(8) of the Internal Revenue Code and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ \_\_\_\_\_ (not to exceed \$100,000) payable to the Kitsap Humane Society and mail it to the following address:

Kitsap Humane Society  
9167 Dickey Road NW  
Silverdale, WA 98383

Kitsap Humane Society's tax identification number is 91-0728353.

In your transmittal to the Kitsap Humane Society, please communicate my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the **20\_\_ tax year**. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than **December 31, 20\_\_**.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_ (provide your name, phone number, and/or email address).

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

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_, Plan Owner  
*Your Name*

\_\_\_\_\_  
*Your Address*