

Sample Letter to Your IRA Administrator for QCD

This information is not intended as legal or tax advice. For such advice, please consult an attorney or tax advisor.

[Date]

[IRA ADMINISTRATOR NAME]

[IRA ADMINISTRATOR ADDRESS]

RE: Request for Direct Charitable Distribution from an Individual Retirement Account

To Whom It May Concern:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account # _____ as provided for by the Protecting Americans from Tax Hikes 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 Public Radio East and mail it to the following address:

Public Radio East
Attn: Ben Donnelly, General Manager
800 College Court
New Bern, NC 28562

Public Radio East's federal tax identification number is: 56-1802728. If needed, you can contact Public Radio East by phone at 252-638-3434 or via email at donations@publicradioeast.org.

In your transmittal to Public Radio East, please include my name and address as the donor of record in connection with the transfer, and indicate that this distribution is for the benefit of Public Radio East.

It is my intention that this distribution qualify for exclusion from my taxable income during the current tax year. Therefore, it is imperative that this distribution be delivered no later than December 31 of the current year. If you have any questions or need to contact me, I can be reached using the contact information provided below.

Name

Mailing Address

Phone Number

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

Sincerely,

cc: Public Radio East, 800 College Court New Bern, NC 28562 (252) 638-3434