

Sample Letter to Your IRA Administrator

[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 Texas Public Radio and mail it to the following address:

Texas Public Radio
Attn: Terri Deosdade, TPR Senior Accountant
321 W. Commerce St
San Antonio, TX 78205

Texas Public Radio's federal tax identification number is: 742559514

In your transmittal to TPR, 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:

[TPR and Purpose]

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 at *[insert your telephone number and/or email]*.

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

Sincerely,

[Your name]

{Your Address}

[Your Telephone Number]

cc: Terri Deosdade, Texas Public Radio 321 W. Commerce St
San Antonio, TX 78205 (210) 614-8977 ext. 313