

[Sample letter] Request from donor for direct charitable distribution from an individual retirement account

Date

Name of IRA administrator

Address

City, State ZIP

RE: Request for Direct Charitable Distribution from IRA

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number *[insert number here]* as provided for by Sec 112 of 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 Mayo Clinic and mail it to:

Mayo Clinic – Department of Development
200 First Street SW
Rochester, MN 55905

The qualified charitable organization's federal tax identification number is: 41-6011702

In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during this tax year.

If you have any questions or concerns regarding this request, I can be reached at *[insert your telephone number and/or email address]*.

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

Sincerely,

Name of donor

Donor's address

City, State ZIP

Donor's phone number