***Sample Request to IRA Administrator for Charitable Distribution***

[DATE]

[NAME OF IRA ADMINISTRATOR]

[ADDRESS OF IRA ADMINISTRATOR]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account [#ACCT NUMBER] as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of [$AMOUNT] payable to SunCoast Community Fund and mail it to:

SunCoast Community Fund

P.O. Box 153

Imperial Beach, CA 91933

SunCoast Community Fund’s tax identification is #26-2131406.

In your transmittal to SunCoast Community Fund, please include my name and address as the donor of record in connection with this transfer.

It is my intention that the above listed gift be treated as a qualified charitable distribution (QCD) and that the same be used to satisfy, in whole or in part, my Required Minimum Distribution (RMD) in [YEAR], if applicable.

If you have any questions or need to contact me, I can be reached at [YOUR CONTACT].

Thank you for your assistance in this matter.

Sincerely,

[YOUR NAME/SIGNATURE and ADDRESS]