

[DATE]

[IRA Custodian Company Name]

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

Dear IRA administrator:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account number *[insert number here]* as provided 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 the name of KMUW at the following address:

KMUW  
Attn: Jessica Treadwell, Director of Major and Planned Gifts  
121 N Mead, #200  
Wichita, KS 67202

The qualified charitable organization's federal tax identification number is: 48-6121167

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 the 2018 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2018.

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 assistance in this matter.

Sincerely,

[Your name]

[Your Address]

[Your Telephone Number]

Cc: Jessica Treadwell, Director of Major and Planned Gifts  
KMUW, 121 N Mead, #200, Wichita, KS 67202  
(316) 978-7572