

JANE DONOR
123 MAIN STREET
ANYTOWN, USA

Sample Letter to Plan Administrator

DATE

Name of Company

Address City, State, Zip

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Plan Administrator: Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ to Blue Ridge Public Radio (Western North Carolina Public Radio, Inc., a 501(c)(3) charitable organization, as provided in the Protecting Americans from Tax Hikes Act 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check to the address below in the amount of \$_____ payable to Western North Carolina Public Radio, Inc. 73 Broadway, Asheville, NC 28801. The tax identification number is 58-1445328.

In your transmittal letter, please include my name and address as the donor of record in connection with this distribution and indicate that it is designated for Blue Ridge Public Radio. Please copy me on your transmittal.

It is my intent that this distribution qualify for exclusion from my taxable income during the 2018 tax year. Therefore, it is imperative that this distribution be delivered no later than December 31, 2018.

Thank you for your assistance in this matter. If you have any questions or need to contact me, I can be reached at _____.

Sincerely,

Jane Donor

***Signature Guarantee May or May Not Be Required
(Your signature can be guaranteed by an agent at your bank or financial institution)***