

**IRA Charitable Rollover to WESA
Sample Letter to Plan Administrator
December 2015**

Date

Your name

Your address

Your city, state zipcode

RE: Request for Charitable Distribution from Individual Retirement Account (IRA)

Dear Plan Administrator,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ to **WESA / Essential Public Media**, 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 \$_____ payable to **WESA / Essential Public Media** and send it to the address below.

ATTN: Kathleen Iducovich
Director of Major Giving
WESA / Essential Public Media
67 Bedford Square
Pittsburgh, PA 15203

WESA / Essential Public Media's tax identification number is ID# 45-1262799.

It is my intent that this distribution qualify for the 2015 tax year. In your transmittal letter to the WESA, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

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

Sincerely,

Your name

cc: Kathleen Iducovich, WESA Director of Major Giving