

## Sample letter of instruction for your custodian:

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

Re: Request for Qualified Charitable Distribution (QCD) from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_, as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ \_\_\_\_\_ [not to exceed \$100,000] payable to Catholic Extension and mail it to:

Catholic Extension  
150 South Wacker Drive  
Suite 2000  
Chicago, IL 60606

Catholic Extension's tax identification number is 36-6000520.

In your transmittal to Catholic Extension, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer qualify for the 20\_\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20\_\_.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_ [provide your telephone number or email address].

Thank you for your assistance in this matter.

Sincerely,

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Your Name

Your Address