

Sample Request from Plan Owner to IRA Administrator for 2018 Charitable Distribution

DATE

*[IRA Administrator]
[Address]*

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 # _____ 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 the Zoological Society of San Diego and mail it to:

Zoological Society of San Diego
Development Department
P.O. Box 120551
San Diego, CA 92112

The Zoological Society of San Diego's tax identification number is 95-1648219.

In your transmittal to the Zoo, 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 2018.

If you have any questions or need to contact me, I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,

Include your name and address