



IRA Sample Letter of Instruction



casa de los niños

Changing lives for generations.

Owner/Donor Name: _____

Address: _____

City, State, ZIP: _____

To: IRA Administrator

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # _____

This distribution is intended to be an IRA Charitable Rollover as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to Casa de los Niños and send the check to the following address:

Casa de los Niños
1120 N 5th Ave
Tucson, AZ 85705
Attn: Development Department

Casa de los Niños' tax ID number is: **86-0314595**. Casa de los Niños is a qualified charitable recipient for this transfer.

It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20 ____ tax year.

IMPORTANT:

In your transmittal to Casa de los Niños, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.

If you have any questions I can be reached at _____

Thank you for your assistance in this matter.

Sincerely,
