

Maggie's Place IRA Sample Letter of Instruction

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 Maggie's Place and send the check to the following address:

Maggie's Place
Attn: Philanthropy Director
4001 N 30th St
Phoenix, AZ 85016

Maggie's Place tax ID number is: 86-0972675 and 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 Maggie's Place, 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,