

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
IRA Company Name and Address

RE: Request for charitable distribution from my Individual Retirement Account for the 20\_\_ Tax Year

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account # \_\_\_\_\_ as authorized by Section 408(d)(8) of the Internal Revenue Code and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to the following charitable organization at the following address:

**Homewood Foundation  
16107 Elliott Parkway  
Williamsport, MD 21795**

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is:

\_\_\_\_\_  
Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the **20\_\_ tax year**. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative 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 \_\_\_\_\_. Thank you for your assistance and prompt attention to this matter.

Sincerely,

\_\_\_\_\_, Plan Owner  
(Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Print Name)