

## Sample Letter to Your IRA Administrator

[DATE]

[IRA ADMINISTRATOR NAME]

[IRA ADMINISTRATOR ADDRESS]

RE: Request for Direct Charitable Distribution from an Individual Retirement Account

To Whom It May Concern:

I would like to request a **qualified charitable distribution** from my Individual Retirement Account No. \_\_\_\_\_ as provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ payable to The Arc of Massachusetts and send it to:  
The Arc of Massachusetts  
Attn: Katrin Aback, Director of Development  
217 South Street  
Waltham, MA 02453

The Arc of Massachusetts federal tax ID number is: 04-2223502.

In your transmittal to The Arc of Massachusetts, include my name and address as the donor.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2019 tax year. Therefore, it is imperative that this distribution be delivered no later than December 31, 2019.

If you have any questions, please contact me.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]

[YOUR TELEPHONE NUMBER]

CC: Katrin Aback, The Arc of Massachusetts, 217 South Street, Waltham, MA 02453 – 781-891-6270  
x105 aback@arcmass.org