

Sample request letter to direct your charitable distribution
from your individual retirement account.

Date

[Name of IRA Administrator]

[Address]

[City, State Zip]

RE: Request for Direct Charitable Distribution from IRA

Dear IRA custodian:

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account number [Account Number] as provided for by Sec 112 of 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 \$[Amount], payable to National Council of the U.S., Society of St. Vincent de Paul, Inc., a 501(c)(3) public charity, and mail it to:

**National Council of the U.S., Society of St. Vincent de Paul, Inc.
66 Progress Parkway
Maryland Heights, MO 63043-3706**

Tax identification number: 13-5562362

In your transmittal to The Society, please state my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention to have this transfer to be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the 202_ tax year. It is imperative this distribution be postmarked no later than December 31, 202_.

If you have questions regarding my request, please contact me at [Phone] or [Email].

Thank you for your prompt attention to this request.

Sincerely,

[Name as listed on the IRA]

[Address]

[Phone]