

Request for Qualified Charitable Distribution from IRA

[Date]

TO: [IRA Financial Advisor]  
[Address]  
[City, State, ZIP Code]

RE: Request for Charitable Distribution from Individual Retirement Account  
Account # \_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above, as provided by Section 112 of the Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ (not to exceed \$100,000) payable to the **Reno Philharmonic Association** (EIN 94-2762076). Please mail the check directly to this organization at the following address:

**Reno Philharmonic Association**

Attn: Development  
925 Riverside Drive Ste. 3  
Reno, NV 89503

In your correspondence to the Reno Phil, please give my name and address as the donor record in connection with the transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion from taxable income during the [current year] tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, [current year].

If you have any questions or need to contact me, I can be reached at [telephone].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]  
[Plan Owner Address]