

**LETTER TO IRA ADMINISTRATOR TO INITIATE  
CHARITABLE DISTRIBUTION**

Date: \_\_\_\_\_

Name of IRA Administrator: \_\_\_\_\_

Address of IRA Administrator: \_\_\_\_\_  
\_\_\_\_\_

RE: Charitable Distribution from my IRA

Account # \_\_\_\_\_

To Whom It May Concern:

Please accept this letter as my request to make a qualified charitable distribution from the account referenced above, as provided in 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 \$ \_\_\_\_\_ payable to the Upper Valley Humane Society (UVHS) and mail it to:

Upper Valley Humane Society  
PO Box 789  
Lebanon, NH 03766

UVHS's tax identification number is 23-7348710.

In your transmittal to the charity, please indicate my name and address as the donor of record and copy me on your correspondence in connection with this transfer. It is my intention to have this transfer 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 or need to contact me, I can be reached at:

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Sincerely,

Your Signature: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_