

[Date]

TO: _____
[IRA Administrator]

[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 \$_____ payable to Franciscan Children's. Please mail the check directly to this organization at the following address:

Franciscan Children's
30 Warren Street
Brighton, MA 02135

In your transmittal to Franciscan Children's, please give my name and address as the donor in connection with this transfer.

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

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

Thank you for your assistance in this matter.

Sincerely,

[Signature]

**The information provided should not be considered legal, tax, or financial advice. Franciscan Children's encourages you to discuss planned giving options with your attorney and/or financial planner.*