



## QCD REQUEST FORM

*Sample Letter of Instruction from Donor to IRA Provider*

[DATE]  
[NAME OF IRA PROVIDER]  
[ADDRESS]  
[CITY, STATE, ZIP]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

TO WHOM IT MAY CONCERN:

Please accept this letter as my request to make a qualified charitable contribution from my Individual Retirement Account Number [insert account number] as provided by the Tax Increase Prevention 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 His Way At Work at the following address:

His Way At Work  
1595 Peachtree Pkwy, STE 204-367  
Cumming, GA 30041  
Tax I.D.#: 26-2522139

In your transmittal to the charity, please state my name and address as the donor of record in connection with this transfer and copy me on your transmittal. It is my intention to have this transfer qualify during the [year] tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, [year].

If you have any questions or concerns regarding this request, I can be reached at [PHONE AND EMAIL ADDRESSES]. Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,  
[DONOR NAME]