

Sample Request from Plan Owner to IRA Administrator for 2019 Charitable Distribution

[Donor Name]  
[Donor Address]

[Date] \_\_\_\_\_, 2019

[Name of IRA Administrator]  
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ 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 ValleyCare Charitable Foundation(VCCF) and mail it to:

ValleyCare Charitable Foundation  
1111 E. Stanley Blvd.  
Livermore, CA 94550

ValleyCare Charitable Foundation's tax identification number is 94-2941652.

In your transmittal to VCCF, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2019 tax year. Therefore, it is imperative that this distribution be delivered to ValleyCare Charitable Foundation no later than December 31, 2019.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_

CC: ValleyCare Charitable Foundation, 1111 E. Stanley Blvd, Livermore, CA 94550  
vccharitable@stanfordhealthcare.org