

**Sample Request from Plan Owner (Donor) to Administrator for
Direct Charitable Distribution from IRA**

Date

IRA Custodian (Name and Address)

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended. Please issue a check in the amount of \$ _____ payable to the organization at address below:

_____ **Council, Boy Scouts of America**
(Address, City, State, ZIP, Phone Number)

In your transmittal to the _____ Council, please provide them my name and address as the donor of record in connection with this transfer. Also, please copy me on your transmittal.

(Optional paragraph for requests occurring close to year-end)

It is my intention to have this transfer qualify for exclusion during the 2014 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2014.

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)

Note: If the plan administrator requires a tax ID number for the local council or charity, either call the council/charity to request it, or get the tax ID number online, quickly and for free, at www.guidestar.org.