

Sample IRA Distribution Letter Instructions:

First, contact your IRA administrator and see if they have a form that you can use to make an IRA direct charitable gift request. If that is not available, the following page offers a letter that can be used to request a direct distribution from an IRA (Individual Retirement Account) to Texas Impact. (This type of gift is only available to individuals who are over age 70 ½.)

Fill in the blanks as follows:

- 1) Enter the name and address of your IRA custodian/administrator.
- 2) Enter the date.
- 3) Enter your IRA account number.
- 4) Enter the amount you wish to transfer to charity.
- 5) Enter the name and address of the church or charity. If you wish to benefit more than one charity, you will need to create a separate letter for each.
- 6) Briefly name the purpose of the gift whether it is for general charitable use or for a specific program or activity.
- 7) Include a phone number or email address where you can be contacted.
- 8) Sign the letter, print your name as the Plan Owner, and include your return mailing address.

You may want to keep a copy of the letter for your records.

Remember, this sort of gift is NOT income to you and, therefore, it is NOT tax deductible. Nonetheless, the gift counts toward your Required Minimum Distribution (RMD). This is a great option for anyone who does not itemize charitable deductions and/or anyone who does not want to incur that additional RMD income.

IRA Company Name and Address (Date)

Letter of Instruction for Qualified Charitable Distributions

Date:

RE: Request for Charitable Contribution from IRA # _____

To whom it may concern,

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account # _____, as provided for by Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of \$_____ payable to the Texas Impact Education Fund (Federal Tax ID: 74-2989021). Please include my name and address as the donor of record in connection with the transfer to ensure the Texas Impact Education Fund can properly acknowledge and steward this gift.

The check should be mailed to the following address:

*Texas Impact Foundation
Attn: IRA Charitable Contributions
200 East 30th Street
Austin, Texas 78705*

If you send additional notification to the Texas Impact Education Fund about the transfer of this gift, please copy me on your correspondence.

I intend for this transfer to qualify for exclusion during the 2021 tax year. If you have any questions or need to contact me, I may be reached at _____.

If you need to contact the Texas Impact Education Fund, please call 1-512-472-3903. Thank you for your assistance in this matter.

Sincerely,

(Sign)

(Printed name)