
IRA Company Name and Address

Date

**RE: Request for charitable distribution from my Individual Retirement Account for the
20__ Tax Year**

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, account #_____ as authorized by Section 408(d)(8) of the Internal Revenue Code and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$_____ payable to the following charitable organization at the following address:

West Marin Fund
PO Box 1496
Point Reyes Station CA 94956

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is: _____

(Examples: for general charitable purposes without restriction; the Endowment Fund; the Future Fund; Pre-School Equity Fund)

Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the 20____ tax year. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20____.

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

Thank you for your assistance and prompt attention to this matter.

Sincerely,

Signature

Print Name

, Plan Owner

Home Address