



QUALIFIED CHARITABLE DISTRIBUTION

Sample letter to an IRA administrator or custodian

DATE

TAX YEAR

DISTRIBUTION AMOUNT

YOUR FULL NAME

TELEPHONE

YOUR ADDRESS

CITY

STATE

ZIP CODE

IRA ADMINISTRATOR / CUSTODIAN

IRA ACCOUNT NUMBER

CUSTODIAN ADDRESS

Dear IRA Administrator or Custodian:

Please accept this letter as my request to make a direct qualified charitable distribution from the individual retirement account identified above, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check for the amount identified above, payable to American Oversight, Inc., and mail it directly to:

American Oversight, Inc.

1030 15th Street NW, Suite B255
Washington, DC 20005

EIN: 81-5294830

It is my intention that this distribution qualify as a QCD for the tax year identified above.

Please include my name and address with the payment so American Oversight can identify me as the donor of record, and please copy me on the transmittal.

Please process this request in time for the distribution to be completed by December 31 of the applicable tax year. Thank you for your assistance.

SIGNATURE

DATE

Questions or notifying us that your gift is on the way?

development@americanoversight.org | (202) 869-5246