



FOOD For Lane County IRA Letter of Instruction

IRA Administrator Information
(Name,Address,City,State,ZIP)

Your Name
Your Address
City,State,ZIP
Today's Date

Request for Charitable Distribution from IRA

Dear

I am writing to request a Qualified Charitable Distribution (QCD) from my Individual Retirement Account (IRA) as permitted under the Protecting Americans from Tax Hikes (PATH) Act of 2015 and Section 408(d)(8) of the Internal Revenue Code.

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

FOOD For Lane County
Tax ID Number: 93-0888347
Mailing Address:
ATTN: Development Department
770 Bailey Hill Rd
Eugene, OR 97402

It is my intention to have this gift qualify as a Qualified Charitable Distribution for the _____ tax year. Please ensure the check is postmarked no later than December 31, _____ .
Tax Year

Please include my name and address with the distribution to assist the charity in acknowledging my contribution. If you require any additional information, please do not hesitate to contact me at _____ or _____

Phone

Email Address

Thank you for your prompt attention to this matter.

Sincerely,

Signature

Printed Name