

**Date**

**Name of IRA administrator**

**Address**

**City, State Zip**

RE: Request for Direct Charitable Distribution from IRA

Dear

**[Name of IRA administrator]**

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number \_\_\_\_\_ as provided for by the Consolidated Appropriations Act of 2016 and Sec. 408(d)(8) of the Internal Revenue Code of 1986.

Please issue a check in the amount of \$ \_\_\_\_\_, payable to **The Salvation Army** and mail it to:

The Salvation Army  
6060 Castleway W Dr  
Indianapolis, IN 46250  
Attn: Christi Thieme

Federal Tax ID Number: 36-2167910  
Phone: (317) 224-1039

In your transmittal to the above named charitable organization, please include **my name and address** as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2024 tax year. Therefore, it is imperative that this distribution be allowed processing time by the charity before December 31 of the current year.

If you have any questions or concerns regarding this request, I can be reached at the number below.

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

Sincerely,

**Name of donor**

**Donor's Address**

**City, State Zip**

**Donor's Phone Number**