**Sample Request from Plan Owner to IRA Administrator**

**for 2016 Charitable Distribution**

[Donor Name]  
[Donor Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016

[Name of IRA Administrator]  
[IRA Administrator Address]

RE:  Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ payable to Helpusadopt.org and mail it to:

Helpusadopt.org  
Attn: Sidney Jackson, Director of Philanthropy  
P.O. Box 787  
New York, NY 10150

Helpusadopt.org’s tax identification number is 20-8823606.

In your transmittal to Helpusadopt.org, please include my name and address as the donor of record in connection with this distribution.  Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2016 tax year. Therefore, it is imperative that this distribution be delivered to Helpusadopt.org no later than December 31, 2016.

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

Thank you for your assistance in this matter.

Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_