



Qualified Charitable Distribution Sample Letter of instruction

To: IRA Administrator

From: _____

Owner / Donor

Address

City, State, Zip

Dear Sir / Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account No. _____. This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408 (d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$_____ payable to Cornerstone Hospice Foundation and send check to the following address:

Cornerstone Hospice Foundation
Attn: Director, Legacy Planning
2445 Lane Park Road
Tavares, FL 32778

Cornerstone Hospice Foundation's federal tax identification number is 59-2915060 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during 20__ tax year.

Important, please note:

In your transmittal to Cornerstone Hospice Foundation, please indicate my name and address as the donor of record in connection with this transfer and please copy me on your transmittal. If you have any questions, I may be reached at _____. Thank you.

Sincerely,

IRA Owner