



Sample Letter of Instruction from Donor to IRA Provider

Date: _____

Name of IRA Administrator: _____

(Call your plan provider to determine the most efficient way to send this letter of instruction)

Re: Request for Direct Charitable Distribution from IRA

Dear 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 *World Parrot Trust USA, Inc.* and mail it to:

World Parrot Trust USA, Inc.

Attn: Donor Relations

PO Box 985 Travelers Rest, SC 29690

Federal Tax ID Number: 62-1561595

In your transmittal to the above named charity, **please state my name and address as the donor of record** in connection with this transfer and copy me on your transmittal.

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 20__ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20__.

If you have any questions regarding this request, I can be reached at: (____) _____.

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

Sincerely,

Name of Account Holder