

Date

Name of IRA administrator

Address

City, State ZIP

RE: Request for Qualified 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 [insert number here] as provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_, payable to The George Washington University and mail it to:

The George Washington University  
2033 K Street NW, Suite 300  
Washington, DC 20052  
Attn: John Kendrick, Office of Planned Giving

The qualified charitable organization's federal tax identification number is: 53-0196584.

In your transmittal to The George Washington University, please note 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 2016 tax year. Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, 2016.

If you have any questions or concerns regarding this request, I can be reached at [insert your telephone number and/or email address].

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