



SAMPLE LETTER OF INSTRUCTION TO YOUR IRA CUTODIAN

To: IRA Administrator

Owner/Donor Name

Address

City, State, Zip

RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my individual Retirement Account (IRA), Account # _____ to Captain Joseph House Foundation (CJHF). This distribution is intended to be an **IRA CHARITABLE ROLLOVER AS AUTHORIZED BY Section 408(d)(e) of the Internal Revenue Code.**

___ Please issue a check in the amount of \$_____ payable to Captain Joseph House Foundation and send the check to the following address:

Captain Joseph House Foundation
Attn: Major Gifts
1108 S Oak Street
Port Angeles, Washington 98382

___ Please wire funds in the amount of \$_____ payable to Captain Joseph House Foundation as indicated below:

Sound Community Bank
Wire Routing Number: 325081306
Account Number: 0030727185

The CJHF tax ID number is **90-0750720** and CJHF 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 the 20___ tax year.

IMPORTANT:
In your transmittal to CJHF, please include my name and address as the donor of record in connection with this transfer and please copy me on your transmittal. Please also include that this donation is a QCD.
If you have any questions, I can be reached at _____. Thank you for your assistance in this matter.
Sincerely,

cc: Captain Joseph House Foundation
Attn: Major Gifts
1108 S Oak St., Port Angeles, WA 98382