**Sample Letter of Instruction from Donor to IRA Plan Administrator**

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

[DATE]

[NAME OF IRA PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account Number:

**[insert account number]**

as provided by the *Protecting Americans from tax Hikes Act of 2015* and Sec. 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to the “University of San Francisco” at the following address:

**The University of San Francisco**

**P.O. Box 45363**

**San Francisco, CA 94145-0363**

The tax identification number for the University of San Francisco is 94-1156628.

In the transmittal to USF, please state my name and address as the donor of record in connection with this transfer, reference that this gift is a qualified charitable distribution from my IRA, and copy me on your transmittal.

If you have any questions or concerns regarding this request, I can be reached at [PHONE AND EMAIL ADDRESSES].

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

Sincerely yours,

[DONOR NAME]