



## IRA Sample Letter of Instruction

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Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

To IRA Administrator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear IRA Administrator,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), account number:

\_\_\_\_\_

Please issue a check in the amount of \$\_\_\_\_\_ payable to The National Children's Cancer Society (NCCS) and send the check to the following address:

Attn: Tricia Collins  
The National Children's Cancer Society  
2900 Frank Scott Parkway West, Suite 928  
Belleville, IL 62223

### Medical Advisory Board

Daniel Armstrong, Ph.D.  
Sylvester Comprehensive  
Cancer Center

Henry S. Friedman, M.D.  
Duke University Medical Center

Eric Sandler, M.D.  
Nemours Children's Specialty  
Care Clinic

The National Children's Cancer Society's tax ID number is 37-1227890 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer qualify as a Qualified Charitable Distribution, which will be excluded from my taxable income for the 20\_\_\_\_ tax year.

### **Important**

In your transmittal to the NCCS, please include my name and address as the donor of record for this transfer. Please copy me on your transmittal as well. If you have any questions, I can be reached at \_\_\_\_\_.

Thank you for your help with this matter.

Sincerely, \_\_\_\_\_  
(Full Name)

*Should you need any help with your IRA Letter of Instruction, please contact  
Jamie Avalos at [javalos@theNCCS.org](mailto:javalos@theNCCS.org) or 314.446.5221.*

