



IRA Distribution Letter Instructions:

Thank you for faithfully giving to *Reach People and Build Lives* through your Qualified Charitable Distribution (QCD).

Please contact your IRA administrator and see if they have a form that you can use to make an IRA direct charitable gift request. If a form is not available, the following page offers a sample letter that can be used to request a direct distribution from an IRA (Individual Retirement Account). Please consult your tax advisor regarding the tax implications of your Qualified Charitable Distribution (QCD).

You may print the sample letter and simply fill in the blanks by hand as follows:

1. Enter the date.
2. Enter the name and address of your IRA custodian/administrator.
3. Enter your IRA account number.
4. Check the box next to the method you wish to use for the transfer.
5. Enter the amount you wish to transfer to Church of the King.
6. Include a phone number or email address where you can be contacted.
7. Sign the letter, print your name as the Account Owner, and include your return mailing address.
8. Send the request to your IRA administrator.

We recommend keeping a copy of the letter for your records. Also, please inform Mary Braddick at mbraddick@churchoftheking.com of the forthcoming Qualified Charitable Distribution (QCD) so that we can properly acknowledge the gift. Again, thank you for your faithful support!

QCD Made by Check or ACH

Letter of instruction for your custodian:

Date: _____

IRA Administrator Name: _____

IRA Administrator Address: _____

Re: Request for Qualified Charitable Distribution (QCD) from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account # _____, as provided by Section 408(d)(8) of the Internal Revenue Code. My preferred method of transfer is indicated with a check mark below.

_____ Please issue a check in the amount of \$_____ payable to Church of the King and mail it to:

Church of the King
P.O. Box 2306
Mandeville, LA 70470-2306

_____ Please send \$_____ electronically as follows:

Receiving Bank Name: Hancock Whitney Bank
Bank ABA/Routing Number: 021052053
Beneficiary Account Number: 70802721
Beneficiary Account Name: Church of the King Donation Account

Church of the King's tax identification number is 72-1191024.

In your transmittal to Church of the King, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer qualify for the 20____ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20____.

If you have any questions or need to contact me, I can be reached at _____
(provide your telephone number or email address).

Thank you for your assistance in this matter.

Sincerely,

Signature: _____

Your Name (please print): _____

Your Address (please print): _____

Disclaimer: This information is not intended as legal, accounting, or other professional advice. For assistance in long-term planning or tax matters, please consult an attorney or other qualified professional.