

IRA Sample Letter Instructions



Let Children's know in advance of your IRA distribution so
that your gift may be properly acknowledged.

OnLine@choa.org
(404)785-GIVE (4483)

To: IRA Administrator

Account Owner/Donor Name: _____

Address: _____

Please accept this letter as my request to make a direct charitable distribution from my individual retirement account (IRA), Account # _____. This distribution is intended to be an IRA charitable rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to Children's Healthcare of Atlanta Foundation and send the check to the following address:

Children's Healthcare of Atlanta Foundation
1575 Northeast Expressway
Atlanta, GA 30329

Children's Healthcare of Atlanta Foundation's tax ID number is: 58-1710601 and is a qualified charitable recipient for this transfer. Please issue the check in a timely manner to qualify as a qualified charitable distribution during the 20__ tax year.

Note:

In your transmittal to Children's Healthcare of Atlanta Foundation, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.

If you have any questions, I can be reached at _____. Thank you for your assistance in this matter.

Please include a copy of this form to Children's Healthcare of Atlanta Foundation to assist with processing.

Sincerely,

