



Sample IRA Distribution Letter Instructions:

First, contact your IRA administrator and see if they have a form that you can use to make an IRA direct charitable gift request. If that 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) to Villa Musica and other important charities. (This sort of gift is only available to individuals who are over age 70 ½.)

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

- 1) Enter the name and address of your IRA custodian/administrator.
- 2) Enter the date.
- 3) Enter your IRA account number.
- 4) Enter the amount you wish to transfer to Villa Musica.
- 5) State where you would like the gift to be directed.
- 6) Include a phone number or email address where you can be contacted.
- 7) Sign the letter, print your name as the Plan Owner, and include your return mailing address.

We recommend keeping a copy of the letter for your records.

Remember, this sort of gift is NOT income to you and, therefore, it is NOT tax-deductible. Nonetheless, the gift counts toward your Required Minimum Distribution (RMD). This is a great option for anyone who does not itemize charitable deductions and/or anyone who does not want to incur that additional RMD income.

IRA Company Name & Address

(Date)

RE: Request for charitable distribution from my
Individual Retirement Account for the 20__ Tax Year

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account # _____ as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to the following charitable organization at the following address:

Villa Musica | San Diego's Community Music Center
Development Department
10373 Roselle Street, Suite 170
San Diego, CA 92121-1587

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is: _____

(Examples: The Villa Musica Scholarship Fund, Studio Naming Rights program, General Support.)

Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the 20__ tax year. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative 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 _____.

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

Sincerely,

Signature

Home Address

Print Name, *Plan Owner*

City, State, Zip