

Nashville Humane Association IRA Sample Letter of Instruction

Account Owner/Donor Name

Address

City, State, ZIP

To: IRA Administrator

Dear Sir or Madam:

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 Nashville Humane Association and send the check to the following address:

Nashville Humane Association
Attn: Donations
213 Oceola Ave
Nashville, TN 37209

Nashville Humane Association's tax ID number is 68-0672999 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.

Important:

In your transmittal to Nashville Humane Association, 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 Nashville Humane Association to assist with processing.

Sincerely,

615-352-1010
donate@nashvillehumane.org

