

**Giving to
RIORDAN**

*Sample letter directing a Charitable IRA
rollover to Archbishop Riordan HS*

[Donor Name]
[Donor Address]

_____, 2019

[Name of IRA Administrator]
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$_____ payable to Archbishop Riordan High School and mail it to:

Archbishop Riordan High School
Development Office
175 Frida Kahlo Way
San Francisco, CA 94112

Archbishop Riordan High School's tax identification number is 94-1156677.

In your transmittal to Riordan, please include my name and address as the donor of record in connection with this distribution and indicate that this distribution should be used to support _____. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2019 tax year. Therefore, it is imperative that this distribution be delivered to Riordan no later than December 31, 2019.

If you have any questions or need to contact me, I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,
