

SAMPLE letter to IRA custodian:

{ Your name }  
{ Your address }  
{ Your city, state and ZIP code }  
{ Your telephone number }

{ Date }

{ IRA Custodian }  
{ Address }  
{ City, state and ZIP code }

RE: Request for IRA Charitable Rollover

Dear Sir or Madam:

The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, effective from January 1, 2010 to December 31, 2011 permits an IRA rollover directly from an IRA custodian to a qualified public charity. As the owner of IRA account # {xxxxxxx} that is in the custody of your organization, I request that you transfer from that account the sum of \${xxxxxx} to the Evangelical Lutheran Church in America, c/o ELCA Foundation, 8765 W. Higgins Road, Chicago, IL 60631-4101. In your transmittal to the Evangelical Lutheran Church in America, please provide my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.

It is my intention to make a Qualified Charitable Distribution (QCD) to the Evangelical Lutheran Church in America from my IRA as permitted by law. The QCD will fulfill part or all of my IRA required minimum distribution for {xxxx *indicate year*}.

This letter is sufficient authorization for you to make this QCD gift. However, if you require any further documents or additional information, please contact me at the phone number above, or the ELCA Foundation at 773-380-2970.

Sincerely,

{ Signature of IRA Owner }  
{ Printed name of IRA Owner }