

# St. Jude Children's Research Hospital®

## Sample Letter of Instruction

\_\_\_\_\_  
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 St. Jude Children's Research Hospital and send the check to the following address:

St. Jude Children's Research Hospital  
Attn: Gift Planning  
501 St. Jude Place  
Memphis, TN 38105

St. Jude Children's Research Hospital's tax ID number is: 62-0646012, and is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20\_\_\_\_ tax year.

**Important:**

*In your transmittal to St. Jude Children's Research Hospital, 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.

Sincerely,

\_\_\_\_\_

(800) 395-4341 | [stjude.org/legacy](http://stjude.org/legacy)

