

## Sample letter of instruction to your IRA Administrators

Date:

To: [Company and address]

RE: Request for charitable distribution from \_\_\_\_\_ Individual Retirement Account  
*Donor's Name*

Dear Sir or Madam:

Please make a direct charitable distribution of \$\_\_\_\_\_ from my Individual Retirement Account, \_\_\_\_\_, made payable to The National Psoriasis Foundation, federal Tax ID #93-0571472.  
*Account Number*

Please mail the check to:

National Psoriasis Foundation  
Attn: Individual Giving  
6600 SW 92<sup>nd</sup> Ave., Suite 300  
Portland, OR 97223-7195

It is my intention to have this transfer qualify for the \_\_\_\_\_ tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, \_\_\_\_\_. Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with The National Psoriasis Foundation.

The qualified charitable distribution can also be made by wire transfer. If distribution will be by wire transfer, please include the following: Please wire funds in the amount of \$\_\_\_\_\_ payable to The National Psoriasis Foundation as indicated below:

Name of Account: National Psoriasis Foundation  
Brokerage Firm:  
Name of Broker: US Bank  
DTC Number: 2803  
Account: 97353680  
Tax ID: 93-0571472

Please contact Jessica Moran-MacAleese, National Psoriasis Foundation, Director of Individual Giving at [jmacaleese@psoriasis.org](mailto:jmacaleese@psoriasis.org) or 503-546-5550 if you need additional information. If you have any questions for me, please contact me at \_\_\_\_\_.  
*Phone Number*

Sincerely,

Name of Donor

Address

City, State, Zip