

November 12, 2016 (DATE)

Fidelity (Your Plan Administrator)

Attention: John Smith (Plan agent, if available)

Administrators address

City, State, Zip

Re: Request for Qualified Charitable Distribution (QCD) from Individual Retirement Account.

Dear Sir or Madam:

Please accept this letter as my request to make a QCD from my Individual Retirement Account #1234567 as provided by the American Taxpayer Relief Act.

Please issue a check in the amount of \$5000.00 distributed on \_\_\_\_\_ and payable to the organization at the address below whose tax identification number is XX-XXXXXXXXXX:

Good Shepherd Presbyterian Church

Attn: Accounting

8300 East Pointe Road

Lincoln, NE 68506

In your transmittal to the charity, please indicate my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me I can be reached at (xxx) xxx-xxxx

Thank you for your assistance in this matter.

Sincerely,

(Your signature)

Your Name (plan owner name printed)