

St. Jude Children's Research Hospital® IRA Sample Letter of Instruction

Account 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:

ALSAC/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. Please issue the check in a timely manner to qualify as a qualified charitable distribution 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.

Please include a copy of this form to St. Jude to assist with processing.

Sincerely,

(800) 395-4341 | giftplanning@stjude.org

