

Emmaus Catholic Parish  
Sample Letter of Instruction

Your Name  
Address  
City, State, ZIP

To: IRA Administrator

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Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_. This distribution is intended to be a Qualified Charitable Distribution (QCD), as authorized by Section 408(d)(8) of the Internal Revenue Code (IRC). Please issue a check in the amount of \$ \_\_\_\_\_ payable to Emmaus Catholic Parish and mail the check to the following address:

Emmaus Catholic Parish  
1718 Lohman's Crossing Rd.  
Austin, TX 78734

Emmaus Catholic Parish's federal tax ID number is 74-2799336, and is a qualified charitable recipient for this transfer under Section 501(c)(3) of the IRC. It is my intention to have this transfer be a QCD that will qualify for exclusion from my taxable income for the 20\_\_\_\_ tax year.

**Important:**

*In your transmittal to Emmaus Catholic Parish, 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,

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