

**SAMPLE QCD LETTER OF INSTRUCTION**

\_\_\_\_\_  
Owner/Donor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

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 UNG Foundation, Inc. and send the check to the following address:

**UNG Foundation, Inc.**  
**Re: \_\_\_\_\_ (fund of your choice)**  
**PO Box 1599**  
**Dahlonega, GA 30533.**

UNG Foundation, Inc.'s tax ID number is: 23-7066297, 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 UNG Foundation, 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, \_\_\_\_\_

If you don't know the Fund ID number, contact Advancement Services at 706-867-2876.