



## SAMPLE LETTER OF INSTRUCTION TO YOUR IRA CUSTODIAN

To: IRA Administrator

Owner/Donor Name

Address

City, State, Zip

### RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # \_\_\_\_\_ to Wounded Warrior Project\* (WWP). 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 Wounded Warrior Project and send the check to the following address:

**Wounded Warrior Project, Inc.**

Attn. Stewardship

PO Box 758517

Topeka, Kansas 66675-8517

- ☐ Please wire funds in the amount of \$ \_\_\_\_\_ payable to Wounded Warrior Project as indicated below:

**JPMorgan Chase**

Wire Routing No.: 021000021

ACH Routing No.: 267084131

Account No.: 665979578 (Electronic Deposits)

The WWP tax ID number is **20-2370934** and WWP 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 WWP, please include my name and address as the donor of record in connection with this transfer and please copy me on your transmittal. Please also include that this donation is a QCD.

If you have any questions, I can be reached at \_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,

cc: Wounded Warrior Project, Inc.  
Attn. Stewardship  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256