



**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 National Council For Adoption. 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 National Council For Adoption and send the check to the following address:

**National Council For Adoption**  
431 N. Lee Street  
Alexandria, VA 22314

- Please wire funds in the amount of \$ \_\_\_\_\_ payable to National Council For Adoption as indicated below:

**Truist**  
Routing No.: 051404260  
Account No.: 1470021383783

NCFA's tax ID number is **75-1721671** and NCFA 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 NCFA, 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.

Sincerely,

\_\_\_\_\_

**NCFA's point of contact for this request is Megan Judt, Director of Development,  
at (703) 637-9750 or mjjudt@adoptioncouncil.org**