



**BOYS & GIRLS CLUB**  
OF SOUTHEAST GEORGIA, Inc.

## Sample Letter of Instruction

\_\_\_\_\_  
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 Boys & Girls Clubs of Southeast Georgia and send the check to the following address:

Boys & Girls Clubs of Southeast Georgia

PO Box 1193

Brunswick, GA 31521

Boys & Girls Clubs of Southeast Georgia's tax ID number is: 58-0973039, and is a qualified charitable recipient for this transfer. It is my intention to have this transfer to a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20\_\_\_\_ tax year.

**Important:**

*In your transmittal to Boys & Girls Clubs of Southeast Georgia, 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,

\_\_\_\_\_