**IRA Charitable Rollover Letter of Instruction**

**COMPLETE AND SUBMIT TO IRA ADMINISTRATOR**

|  |  |
| --- | --- |
| IRA Plan Trustee/Administrator Name: |  |
| Address: |  |
|  |  |
|  |  |

**RE:** Request for Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my direction to make a direct distribution from my I.R.A. as follows:

|  |  |
| --- | --- |
| Account Number: |  |
| Distribution Amount: | $ |
| Issue and Mail To: | **Jewish Federation of Greater MetroWest NJ**  Tax ID Number 22-1487222  ATTN: Howard Rabner, CFO  901 Route 10, PO Box 929  Whippany, NJ 07981 |

***In your transmittal, (or as a notation on your check), please include my name and address as the donor of record in connection with this transfer and copy me on your transmittal. To process a wire transfer, call JCF at 973-929-3113 for instructions.***

***Please process this request as soon as possible. It is my intention to elect to make this transfer so that it will qualify for exclusion from my 2015 income as a direct charitable distribution.*** Thank you.

Sincerely,

|  |  |
| --- | --- |
| Donor’s Signature |  |
|  | Signature Date |
| Printed Name: |  |
| Address: |  |
|  |  |
| Daytime Phone: |  |