



IRA 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 TMS Global and send the check to the following address:

TMS Global
Attn: Advancement
PO Box 963559
Atlanta, GA 31193

TMS Global's tax ID number is: **58-1546441**, 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 TMS Global, 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,

678-542-9045

advancement@tms-global.org