

Sample Charitable Rollover Request to Plan Administrator:

Date

Contact info:

This letter serves as my request to make a qualified charitable distribution from my individual retirement account [Insert number here] as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue the distribution in the amount of \$_____ to the Delaware Art Museum.

Distribution by CHECK	OR	Distribution by WIRE TRANSFER
Mail to: Delaware Art Museum Attn: Molly Giordano 2301 Kentmere Parkway Wilmington, DE 19806 Fax: 302.571.0220		Beneficiary bank: WSFS Bank Account name: Delaware Art Museum Routing #: 031100102 Account #: 210590386

In your transmittal to the Delaware Art Museum, please indicate my name as the IRA owner of record in connection with this transfer.

For your reference, the Federal Tax Identification number for the Delaware Art Museum is 51-0065746.

Please contact me at [INSERT YOUR PHONE/EMAIL HERE] should you have any further questions to fulfill this request. [OPTIONAL: It is my intention for this distribution occur on or before December 31, 20XX.]

Sincerely,

[INSERT NAME & SIGNATURE]

Delaware Art Museum, please designate my gift as follows:
