



## Letter of Instruction for IRA Charitable Rollover

Owner / Donor Name

Address

City, State ZIP

To: IRA Administrator

Dear Administrator:

I am writing to request a charitable distribution from my Individual Retirement Account (IRA), Account # . This distribution is intended to qualify as 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 PBS KVIE, and mail to:

**PBS KVIE**

Attn: Gift Processing  
2030 West El Camino Avenue  
Sacramento, CA 95833

PBS KVIE is a qualified charitable organization, and its tax ID number is 94-1421463. I intend for this transfer be treated as a Qualified Charitable Distribution, eligible for exclusion from my taxable income during the tax year.

**Special Request:**

When sending the check to PBS KVIE, please include my name and address as the donor of record and send a copy of the transmittal to me as well.

If you need further information or have any questions, please contact me at .  
Thank you for your prompt attention to this request.

Sincerely,