**Sample Letter to IRA Administrators**

Date

Financial Institution Name

Address

City, State, Zip

**Re: Request for charitable distribution from *[insert donor's name]* individual retirement account**

Dear Sir or Madam:

Please make a direct charitable distribution of $ *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to "The Trustees of Boston College" (Tax ID: 04-2103545). This gift is made free of tax as provided in H.R. 2029: Division Q – Protecting Americans from Tax Hikes Act of 2015.

The check should be mailed to:

Boston College

Office of Gift Processing  
Cadigan Alumni Center  
140 Commonwealth Avenue  
Chestnut Hill, MA 02467  
Attn: IRA Gift Administration

It is my intention to have this transfer qualify for the *\_\_\_* tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, *\_\_\_.* Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with Boston College.

Please contact the Boston College Office of Gift Processing, if you need any additional information from the University. They can be reached at 617-552-4844 or uagifts@bc.edu. If you have any questions for me, please contact me at *[insert phone number].*

Sincerely,

Name of Donor  
Address  
City, State, Zip