

**SAMPLE LETTER**  
**Notifying Open Hands Midway of a Charitable IRA Gift**

Donor's Name  
Address  
Phone Number

Dear Kay:

Open Hands Midway, Inc. will be receiving a Charitable Distribution from my IRA from [insert name of the firm such as Ameriprise, Thrivent, Edward Jones] in the amount of \$\_\_\_\_\_.

*(Need the signature of both spouses.)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLE LETTER**  
**IRA Required Minimum Distribution Rollover Gift**  
**To your IRA Company**

*(Husband and Wife need to write a separate letter)*

Date \_\_\_\_\_

Dear [IRA Company]

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as allowed by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$\_\_\_\_\_ payable to Open Hands Midway, Inc.  
Send check to:

Open Hands Midway, Inc.  
436 Roy St. N.  
St. Paul, MN 55104

It is my intention to have this IRA rollover gift qualify for complete tax exclusion for the current tax year. Be sure this IRA rollover gift reaches Open Hands Midway before December 31.

If you need to contact me, I can be reached at the following telephone number \_\_\_\_\_

Thank you for your attention and assistance to this matter.

Sincerely,

[Your signature]  
[Type or print your name]