



Restored to  
be Restorers

Account Owner/Donor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

**To:** IRA Administrator

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Dear \_\_\_\_\_,

Please accept this letter as my request to make a qualified charitable distribution (QCD) from my individual retirement account (IRA),

**Account #** \_\_\_\_\_, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to:

**Water Street Mission**

Attn: Donor Processing

PO Box 7508

Lancaster, PA 17604

Water Street Mission's tax ID number is: 23-6004676, and is a qualified charitable recipient for this transfer. Please send the check directly to the address listed above. It is my intention that this distribution qualifies as a Qualified Charitable Distribution (QCD), which may fulfill all or part of my required minimum distribution (RMD) for this tax year. As such, please ensure the check is postmarked by December 31, 20\_\_.

**Please Note:**

In your transmittal to Water Street Mission, 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.

Please include a copy of this form to Water Street Mission to assist with processing.

Sincerely,

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_