



SAMPLE LETTER OF INSTRUCTION TO YOUR IRA CUSTODIAN

Owner/Donor Name

Address

City, State, Zip

To: IRA Administrator

RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # _____ to Wounded Warrior Project* (WWP). This distribution is intended to be 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 Wounded Warrior Project and send the check to the following address:

Wounded Warrior Project, Inc.

Attn. Stewardship
PO Box 758514
Topeka, Kansas 66675-8517

- Please wire funds in the amount of \$ _____ payable to Wounded Warrior Project as indicated below:

JPMorgan Chase

Wire Routing No.: 021000021
ACH Routing No.: 267084131
Account No.: 665979578

The WWP tax ID number is **20-2370934** and WWP is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20____ tax year.

IMPORTANT:

In your transmittal to WWP, please include my name and address as the donor of record in connection with this transfer and please copy me on your transmittal. Please also include that this donation is a QCD.

If you have any questions, I can be reached at _____. Thank you for your assistance in this matter.

Sincerely,

cc: Wounded Warrior Project, Inc.
Attn. Stewardship
4899 Belfort Road, Suite 300
Jacksonville, FL 32256

Contact Information:
stewardship@woundedwarriorproject.org
904.405.1156