**SAMPLE LETTER OF INSTRUCTION FROM IRA OWNER TO IRA ADMINSTRATOR FOR PAYMENT BY DIRECT DEPOSIT**

(Date)

TO: (IRA Administrator/Broker/Mutual Fund Group/Custody Agent)

 (Address)

 (City, State, ZIP Code)

RE: IRA Charitable Rollover for the Tax Year 2020

Dear Sir or Madam:

I wish to make a charitable distribution directly from my Individual Retirement Account

(#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) to the Cholangiocarcinoma Foundation, Federal Tax ID #20-5776861.

Please transfer $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not to exceed $100,000) to Cholangiocarcinoma Foundation-Federal Tax ID # 20-5776861, in full or partial satisfaction of my minimum required distribution for 2020, and complete this transfer before December 31. The qualified charitable distribution should be made directly to the Cholangiocarcinoma Foundation at:

Bank Name: Mountain America Credit Union

Address: PO Box 9001

West Jordan UT 84084

ABA Routing #: 324079555

Bank Account #:  011008895799

The Cholangiocarcinoma Foundation is a qualified organization to receive this IRA charitable rollover gift, and is neither a donor advised fund nor a supporting organization. No goods or services will be provided in exchange for this contribution.

In your transmittal to the Cholangiocarcinoma Foundation please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at (Phone.)

Thank you for your assistance in this matter.

Sincerely,

(Plan Owner Name)

(Street Address)

(City, State Zip)

For donor: Please retain this letter with your important tax documents.