

**SAMPLE TRANSFER INSTRUCTIONS FOR QUALIFIED IRA GIFTS TO  
SOUTHERN COOS HEALTH FOUNDATION**

**Name of Account Owner/Donor**  
**Address**  
**City, State ZIP**  
**Phone number**

**Date**

**Name of IRA administrator**  
**Address**  
**City, State ZIP**

RE: Request for Direct Qualified Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account (IRA) # \_\_\_\_\_ as authorized under section 408(d)(8) of the Internal Revenue Code (IRC).

Please issue a check in the amount of \$ \_\_\_\_\_, payable to Southern Coos Health Foundation, and send the check to the following address:

Southern Coos Health Foundation  
Scott McEachern  
Exec. Director, SCHF  
900 11th Street, SE  
Bandon, OR 97411

The qualified charitable organization's federal tax identification number is 26-1328991. In your transmittal to Southern Coos Health Foundation, please reference my name and address as the donor of record in connection with this transfer, and copy me on the transmittal.

It is my intention that this gift complies with IRC §408(d)(8). It is also my intention to have this transfer qualify during the 2020 tax year. Therefore, please be sure to postmark it no later than December 31, 2020.

If you have any questions or concerns regarding this request, I can be reached at **[insert your telephone number and/or email address]**.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

---

**Donor Name**