TO: IRA Trustee/Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Request for Qualified Charitable Distribution from Individual Retirement Account (IRA)

Dear IRA Trustee/Administrator:

I am writing to request a qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please send a check made payable to the Texas State Historical Association (TSHA) a 501(c)(3) organization, (Tax ID: 74-6025220) in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_and to: Texas State Historical Association (TSHA), PO Box 5428, Austin, TX 78763.

Please indicate my name on the check or on an accompanying letter to inform TSHA that this gift is from me.

It is my intention for this gift to be a qualified charitable distribution for the current calendar year. For that reason, the distribution must be made no later than Dec. 31, 20\_\_. Please include my name on the check or the accompanying correspondence, and send me a copy of the transfer for my records.

*[NOTE: If making a gift other than for membership, please ask the administrator to include written instructions to TSHA as to how you would like TSHA to designate the use of your gift, or, send us a separate letter or e-mail with this information].*

If you have any questions, I can be reached at \_\_\_\_\_ (list your phone and e-mail)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Texas State Historical Association

Membership & Development Office

Attention: TSHA Planned Giving

PO Box 5428

Austin, TX 78763  
[membership@tshaonline.org](mailto:membership@tshaonline.org)   
512-471-2600