**IRA Qualified Charitable Distribution  
Sample Letter of Instruction**

[Owner/Donor Name]

[Address]  
[City, State, ZIP]

[Date]  
[IRA Administrator Name]  
[IRA Administrator Address]

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA) # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This distribution is intended to be an IRA Qualified Charitable Distribution as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_, payable to  
Dignity Health  
dba St. Rose Dominican Hospital, [Campus] ***select Siena, San Martin, or Rose de Lima***The hospital’s tax ID is #94-1196203

Mail it to:

Dignity Health

Attn: Chief Financial Officer  
3001 St. Rose Pkwy  
Henderson, NV 89052

In your transmittal to the hospital, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal. I also request that you provide a courtesy notification to the St. Rose Dominican Health Foundation by email at strosefoundation@dignityhealth.org.

I intend to have this transfer qualify for the 20\_\_tax year. Therefore, this distribution must be completed in the case of ACH and postmarked in the case of mailing by December 31, 20\_\_.

If you have any questions, I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[phone number or email]**

Thank you for your assistance in this matter.

Sincerely,

[Donor signature]