WUNC RADIO DONOR
123 MAIN STREET
ANYTOWN, USA

Sample Letter to Plan Administrator

DATE

Name of Company
Address
City, State, Zip

Dear Plan Administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ to WUNC Radio at the University of North Carolina at Chapel Hill, a 501(c)(3) charitable organization, as provided by Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, and extended under the Protecting Americans From Tax Hikes Act of 2015.

Please issue a check to the address below in the amount of $_____ payable to WUNC Radio.

WUNC Radio
120 Friday Center Dr
Chapel Hill, North Carolina 27517

The tax identification number is 56-6001393.

It is my intent that this distribution qualifies for exclusion from my taxable income during the _____ tax year. In your transmittal letter, please include my name and address as the donor of record in connection with this distribution and indicate that it is designated for WUNC Radio. Please copy me on your transmittal.

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

Sincerely,

WUNC Radio Donor