



## MVCA IRA Letter of Instruction

\_\_\_\_\_  
Owner/ Donor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

TO: IRA Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

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

Please issue a check in the amount of \$ \_\_\_\_\_ payable to MVCA and send the check to the following address:

Miami Valley Christian Academy  
Attn: Advancement / Gift Planning  
6830 School Street  
Newtown, OH 45244

MVCA's tax ID number is: 31-1442695 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20 \_\_\_\_ tax year.

**Important:**

*In your transmittal to Miami Valley Christian Academy, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.*

If you have any questions I can be reached at \_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,