

IRA Instruction Letter

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 No._____. 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 First Baptist Church of Atlanta, Inc. and send the check to the following address:

First Baptist Church of Atlanta
ATTN: Finance
4400 N Peachtree Rd
Atlanta, GA 30338-5807

First Baptist Church of Atlanta's Federal Tax ID No. is 58-0572416, and it 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 First Baptist Church of Atlanta, 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,
