**Sample Letter of Instruction from Donor to IRA Provider**

[DATE]

[NAME OF IRA PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

*(Call your plan provider to determine the most efficient way to send this letter of instruction)*

Re: Request for Qualified Charitable Distribution (QCD) from Individual Retirement Account

Please accept this letter as my request to make a Qualified Charitable Distribution (QCD) from my Individual Retirement Account, number: **[insert account number]** to McLaren Northern Michigan, a qualified nonprofit organization,as authorized by the Protecting Americans from Tax Hikes (PATH) Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

*Please follow the instructions below in making this distribution:*

* Issue a check in the amount of **[amount]**
* Make the check payable to: **McLaren Northern Michigan** (EIN 38-2146751)
* Mail the check to the following address:

McLaren Northern Michigan Foundation

360 Connable Avenue

Petoskey, MI 49770

In your transmittal to McLaren Northern Michigan hospital, please state my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. ***It is my intention to have this transfer considered a QCD that will qualify for exclusion from my taxable income during the 2017 tax year.*** This QCD will fulfill part or all of my Required Minimum Distribution for this year. It is imperative that this distribution be postmarked no later than December 31, 2017.

If you have any questions or concerns regarding this request, I can be reached at [Donor phone and/or email address].

Sincerely ,

[donor name]