

Your Name
Your Address
Your City, State Zip

Today's Date

Your IRA Custodian
Address
City, State Zip

To Whom It May Concern:

Please accept this as my request to make a direct Qualified Charitable Distribution (QCD) from my Individual Retirement Account (IRA), Account # [REDACTED].

This distribution is intended to be an IRA Charitable Rollover, pursuant to the *Protecting Americans From Tax Hikes Act of 2015* and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ [REDACTED] payable Support and Training for Exceptional Parents DBA: TNSTEP (**Federal ID: 62-1739593**) and send the check to the following address:

TNSTEP
1113 Tusculum Blvd., #393
Greeneville, TN 37745

Important:

In your transmittal to TNSTEP, please indicate my name and address as the donor of record in connection with this transfer, indicate this gift is from my IRA, and please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the **2026** tax year. Therefore, it is imperative that this distribution be delivered to TNSTEP no later than December 31.

If you have any questions, I can be reached at [REDACTED]. Thank you for your assistance in this matter.

Sincerely,

IRA Account Owner