

Sample Letter to Your IRA Custodian

[DATE]

[IRA CUSTODIAN COMPANY NAME]

RE: Charitable Distribution from Individual Retirement Account

To Whom It May Concern:

I wish to make a direct charitable distribution from my Individual Retirement Account #  
( \_\_\_\_\_ ) as provided by Protecting Americans from Tax Hikes Act of 2015 and Sec.  
408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check or wire transfer in amount of (\$ \_\_\_\_\_ ) to Merrimack Repertory  
Theatre.

For a check, please mail to:  
Merrimack Repertory Theatre  
Development Office  
132 Warren Street  
Lowell, MA 01852

For wire transfers:  
Bank: Lowell Five Bank  
Bank Address: 34 John Street, Lowell MA 01852  
Routing #: 211371337  
Account #: 2565996

In your transmittal to the charity, please include my name and address as the donor of record in connect  
with this transfer. Please copy me on your transmittal. Thank you for your assistance in this matter.

Sincerely,

[YOUR NAME, ADDRESS, TELEPHONE NUMBER]

Cc: Bonnie J. Butkas, Executive Director, Merrimack Repertory Theatre, 978-654-7558