



DIOCESE of LA CROSSE

PO Box 4004, La Crosse, WI 54602-4004 • 608-788-7700 ext 2267

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**IRA Charitable Disbursement  
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, according to the 2015 PATH Act.

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

Diocese of La Crosse  
Attn: Office of Stewardship  
P.O. Box 4004  
La Crosse, WI 54602-4004

Diocese of La Crosse tax ID number is: 39-0807229 and is a qualified charitable recipient for this transfer.

**Important:**

In your transmittal to the Diocese of La Crosse, please indicate my name, address as the donor of record as well as that I am a member of \_\_\_\_\_ Parish, in the city of \_\_\_\_\_ 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,

\_\_\_\_\_