



For more information contact:

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Instruction Letter Requesting a Qualified IRA Gift to SOS Children's Villages-USA, Inc.

**Provide this letter to your IRA administrator in order to make a distribution to SOS Children's Villages-USA, Inc.*

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution in the amount of \$_____ from my Individual Retirement Account # _____ [account number] as provided by the American Taxpayer Relief Act of 2012 and as extended through 2013.

The distribution may be made payable to:

SOS Children's Villages-USA, Inc.
1620 I Street NW, Suite 220
Washington, DC 20006
Tax ID#: 13-6188433

Funds may be wire-transferred as follows:

Brokerage Firm: Morgan Stanley
Contact: **Steven G. Grassl**
Direct: (443) 259-3014
Toll free: 1 (888) 318-5344
Fax: (443) 472-4644
Account Number: 918-106223-003
DTC Number: 0015

My contact at SOS Children's Villages-USA is Emily Schlaegel who may be reached at (202) 470-5179 or by e-mail at eschlaegel@sos-usa.org.

In your transmittal to the SOS Children's Villages-USA, please memorialize my name and address as the donor of record in connection with this transfer.

Please copy me on your transmittal. If you have any questions or need to contact me, I can be reached at _____ [telephone #].

Thank you for your assistance in this matter.

Sincerely,

[Your name as Plan owner]