

## Hays IRA Letter

**Note to charity: Personalize letter with parts highlighted in yellow & bold typeface**

**Financial Institution**  
**Office of General Counsel**  
**123 Main Street**  
**City, State, ZIP**

Dear **General Counsel**:

We have been informed that **Favorite Charity** is a beneficiary of an **IRA of Jane Doe** -- account number **123-45-678**. Please liquidate the funds held for our benefit in the deceased's account and send them in a lump sum by check within 30 days to our organization at this address: **Favorite Charity, Bequest Administrator, 55 Main Street, Des Moines, Iowa 55555**.

We request that you bypass your company's internal company policy that we must first open an account. **Favorite Charity** is not legally required to open an account (Inherited IRA) to receive our death benefit on our donor's original **IRA**. It is your internal policy, but not a legal requirement. As a beneficiary, we decline to become a "new customer" by opening this account.

We understand that you have these internal requirements for human beneficiaries. However, charitable organizations have different and much easier methods to verify our identity. Hence, mirroring the policies you use for human beneficiaries for charity beneficiaries causes huge delay and overly burdensome paperwork.

We are a U.S. recognized tax-exempt charity and have been for **XXX** years. You can verify our identify using IRS Publication 78 which is available online. We are not on a suspected terrorist list nor engaged in money laundering.

We have no intentions to keep our monies at your institution but instead request a lump sum payout.

As a nonprofit institution, we are not willing to provide our employees' Social Security numbers in light of the numerous data breaches nationwide and the exposure to identify theft. That is a risk we are not willing to take. We further know there is no legal requirement to require an employee's Social Security Number to fulfill your obligations for tax reporting since charitable organizations have their own tax identificzntion number to report our distribution.

You have enough information "to form a reasonable belief that you know our identity" with the following enclosed documents:

1. IRS Form W-9 and W-4R for your tax reporting responsibilities
2. Evidence of our tax-exempt status – further verifiable on-line via IRS Publication 78
3. Corporate resolution
4. Death certificate of account owner

When sending the check, please include a copy of the beneficiary designation on this account and the date of death balance. Further, we would appreciate an itemized account of any additions or subtractions from the date of death balance.

If you are not able to issue a computer-generated IRS Form 1099 because your systems won't allow payment to a beneficiary, we will accept one that you have manually produced.

If we are a partial beneficiary of the account, we waive and release all rights to divided future interests or odd shares earned after the date of death and request prompt distribution of our proceeds prior to completion of actions by other beneficiaries.

If you feel you are unable to make this prompt distribution as requested, please have your Legal or Compliance Department provide us with your specific legal basis for holding these funds and not distributing them to us.

Sincerely,

**Insert name and contact information of your institution's legal counsel**

Enclosures:

**IRS Tax Exemption Letter**  
**IRS Form W-9 and W-4R**  
**Corporate Resolution**  
**Death Certificate**

Copy      Senator Mike Crapo, Chairman, US Senate Finance Committee – sent via fax: 202-228-0554  
            Senator Ron Wyden, Ranking Member, US Senate Finance Committee – sent via fax: 202-228-0554  
            French Hill, Chairman of the House Financial Services Committee – sent via Fax: 828.327.8311  
            Andrea Gacki, Director, Financial Crimes Enforcement Network (FinCEN)- sent via email: [FRC@fincen.gov](mailto:FRC@fincen.gov)  
            \_\_\_\_\_, (insert the name of your state's attorney general) Office of  
            Attorney General