



empowers.

## IRA Charitable Distribution Form to Administrator

Date: \_\_\_\_\_

Name of IRA Administrator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to the organization at address below:

Mary Baldwin University  
PO Box 1500  
Staunton, VA 24402  
ATTN: Josh McCoy, Associate VP of University Advancement

In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below. It is my intention that this gift complies with the IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2020 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2020.

If you have any questions regarding this request, I can be reached at the information below.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

Donor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_