



empowers.

## IRA Charitable Distribution Form Letter

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

Mary Baldwin University  
PO Box 1500  
Staunton, VA 24402  
ATTN: Mary Cohill Harvey, Associate VP of University Advancement and Campaign Director

Dear Ms. Harvey:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to your organization in the amount of \$\_\_\_\_\_ from my plan trustee/administrator\_\_\_\_\_.

It is my intent to comply with the requirements of the Protecting Americans From Tax Hikes Act of 2015 and Sec.408(d)(8) of the Internal Revenue Code of 1986, as amended, in connection with this gift.

Accordingly, upon your receipt of payment from my trustee/administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift and that no goods or services were transferred to me by your organization in consideration for this gift. The contemporaneous written acknowledgement should also state that my gift will not be placed in a donor advised fund, supporting organization, charitable remainder trust or in exchange for a charitable gift annuity.

The purpose of this gift is for\_\_\_\_\_.

If you have any questions or need to contact me, I can be reached at:

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

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

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

Sincerely,

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