

IRA Company Name and Address

(Date)

RE: Request for charitable distribution from my Individual Retirement Account for the Tax Year of _____.

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account # _____ as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to the following charitable organization at the following address:

Greenfield Central School Foundation
700 N Broadway St.
Greenfield, IN 46140
Federal tax id #35-1769491

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is:

(Examples: for general charitable purposes without restriction; the Building Fund; the Mission Project; etc.)

Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during this tax year. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than DD/MM/YYYY. If you have any questions or need to contact me, I can be reached at _____ . Thank you for your assistance and prompt attention to this matter.

Sincerely,

Signature

Home Address

, Plan Owner

Print Name

City, State, Zip Code