

Sample letter to your IRA administrator

Please copy the Foundation for Boys & Girls Clubs with these instructions to your IRA administrator and we will watch for your gift.

Date

IRA Administrator Company

Address

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 Individual Retirement Account # _____ as provided by the provisions of the American Taxpayer Relief Act of 2012 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to the Foundation for Boys & Girls Clubs, Inc. (TIN 65-0125981) at the address below:

Foundation for Boys & Girls Clubs, Inc.
P.O. Box 280
Bradenton, FL 34206

In your transmittal to the Education Foundation, please note my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

I would like to designate this gift for:

General Operations

Endowment

Other: _____

If you have any questions or need to contact me, I may be reached at [*Your Phone Number*].

Many thanks for your assistance.

[*Your Name*]

cc: Julie Poulin, Chief Development Officer
Foundation for Boys & Girls Clubs, Inc.
P.O. Box 280
Bradenton, FL 34206
(941) 761-2582 x 103
julie.poulin@bgcmanatee.org