

Sample Letter From You, Informing Charity Of Forthcoming Qualified Charitable Distribution From Administrator

Kerri Saucier
Assistant Director Advancement Services
Smith College Advancement
33 Elm Street
Northampton, MA 01063

Dear Ms. Saucier:

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, (name of trustee/administrator). My gift is to be designated through the Smith Fund (or whatever the purpose).

It is my intent to comply with the requirements of Sec. 205 of Division C of the Economic Stabilization Act of 2008 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, that no goods or services were transferred to me by your organization in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at (telephone).

Sincerely,