

Transfer Instructions for an IRA Charitable Rollover to The Longbranch Foundation

Sample Request Letter from Plan Owner to Administrator for a Charitable Distribution from an IRA

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Current policy permits a rollover directly from an IRA to a qualified public charity. As the owner of IRA account # _____ that is in the custody of your organization, I request that you transfer from that account the sum of \$_____ or _____ % of the RMD to The Longbranch Foundation located in Longbranch, Washington. The Longbranch Foundation is a tax-exempt, 501(c)(3) organization. The federal tax ID number for The Longbranch Foundation is 81-1147078.

Distributions should be made payable by check and mailed to:

**The Longbranch Foundation
PO Box 111
Longbranch, Washington 98349**

You can reach The Longbranch Foundation by calling 253.884.3796. In your transfer of funds to The Longbranch Foundation, please identify my name and address as the donor of record associated with this transfer. Please copy me on your transfer. If you have any questions or need to contact me, I can be reached at _____ [telephone number or email address]. Thank you for your assistance in this matter.

Sincerely,