



**Sample Request from IRA Owner to IRA Administrator for a Charitable Distribution from an Individual Retirement Account (IRA) to Massachusetts Audubon Society, Inc. and/or a specific sanctuary.**

*Please print the form, complete it and email it, scan it or send it to your plan administrator.*

IRA Administrator: \_\_\_\_\_

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

RE: Request for Charitable Distribution from Individual Retirement Account (IRA)

IRA Account # \_\_\_\_\_

In the name of: \_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_.

Please issue a check in the amount of: \$ \_\_\_\_\_ (not to exceed \$105,000.00), payable to:

Massachusetts Audubon Society, Inc.  
208 South Great Road, Lincoln, MA 01773  
Tax Identification #04-2104702

In your transmittal to Mass Audubon, please give my name and address as the donor of record in connection with the transfer and indicate whether the check is for the benefit of  Mass Audubon or the \_\_\_\_\_ Mass Audubon Sanctuary. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion, or inclusion/deduction with respect to the 20\_\_\_\_ tax year.

If you have questions or need to contact me, I can be reached at: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_.

Thank you.

Sincerely,

**[Your name]**

