Sample Letter to IRA Administrators for 2013 Gifts

Financial Institution Name
Address
City, State, Zip

Re: Request for charitable distribution from *[insert donor's name]* individual retirement account

To Whom It May Concern:

Please make a direct charitable distribution of $ *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to "The Trustees of Boston College" (Tax ID: 04-2103545). This gift is made free of tax as provided in H.R. 8, the American Taxpayer Relief Act of 2012.

The check should be mailed to:

Boston College
Office of University Advancement
Cadigan Alumni Center
140 Commonwealth Avenue
Chestnut Hill, MA 02467
Attn: IRA Gift Administration

It is my intention to have this transfer qualify for the 2013 tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, 2013. Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with Boston College.

Please contact Sue Ramsey, director of Gift Planning, if you need any additional information from the University. She can be reached at 617-552-3423 or sue.ramsey@bc.edu. If you have any questions for me, please contact me at *[insert phone number]*.

Sincerely,

Name of Donor
Address
City, State, Zip