
Date

Administrator's Name

Administrator's Address (City, State, Zip)

**Request for a Qualified Charitable Distribution from an
Individual Retirement Account**

Please accept this letter as my request and authorization for you to make a qualified charitable distribution from my Individual Retirement Account # _____ as provided by Sec. 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$_____, payable to "Friends & Foundation of the Rochester Public Library" and send the check to Friends & Foundation of the Rochester Public Library, 115 South Avenue, Rochester, NY 14604.

In your transmittal to the Friends & Foundation of the Rochester Public Library, please include my name and address as the donor of record, in connection with this transfer. Please copy me on your transmittal.

For your reference, the **Federal Tax Identification number for the Friends & Foundation of the Rochester Public Library is 16-1347453.**

It is my intention that this transfer qualify for exclusion from income during this current tax year. *Therefore, it is imperative that this distribution is completed no later than December 31.*

Thank you for your prompt assistance. If you have any questions, please contact me.

Sincerely,

Signature of IRA Owner

IRA Owner's name (please print)

Address (City, State, Zip)

Email

Phone number