

Please download this template and complete the information to make your gift to Boys & Girls Clubs of Huntington Valley. After filling out the form, you can print, sign and deliver to your IRA administrator.

Date: _____

Name of IRA Company: _____

IRA Administrator Name: _____

Re: Request for Charitable Distribution from Individual Retirement Account

Hello,

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 \$ _____ from my IRA on the following time basis.

- One time on the following date: _____
- Monthly, starting on the following date: _____
- Annually, starting on the following date: _____

The check should be made payable to the organization specified below:

Boys & Girls Clubs of Huntington Valley
Attn: Laura Portier-LaLumiere, Chief Advancement Officer
16582 Brookhurst Street, Fountain Valley, CA 92708
Tax ID: 95-6192466

Please contact Laura Portier-LaLumiere at laura@bgchv.com or 714-309-4962 if you need ACH routing information for the Boys & Girls Club or if you have any questions.

Please list my name and address as the donor of record in connection with this transfer and please copy me on your transmittal letter.

If you have any questions or need to contact me, you may reach me by phone at _____ or by email at _____.

Thank you for your assistance in this matter.

Sincerely,

Name: _____

Address: _____
