

SAMPLE LETTER TO PLAN ADMINISTRATORS

Date

Name of IRA Administrator
Address
City, State ZIP

RE: Request for direct charitable distribution from my IRA

This letter serves as my request to make a qualified charitable distribution from my Individual Retirement Account (IRA) #_____ as provided by the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, effective from Jan. 1, 2010 to Dec. 31, 2011, which 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 \$_____ to the San Francisco Food Bank (Tax ID#94-3041517). The San Francisco Food Bank is a qualified public charity and is not a donor advised fund or supporting organization under IRC 509(a)(3).

Please issue a direct transfer of funds in the amount of \$_____ made payable to:

San Francisco Food Bank
Attn: Gift Accounting
900 Pennsylvania Ave.
San Francisco, CA 94107

In your documentation to the San Francisco Food Bank, please clearly indicate my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below. It is my intention that this gift complies with IRC 408(d)(8) and to have this transfer qualify during the 2011 tax year. Therefore, it must be postmarked no later than Dec. 31, 2011.

If you have any questions or concerns regarding this request, I can be reached at [*insert your telephone number and/or email address*]. Thank you for your prompt attention and assistance in this matter.

Sincerely yours,

Your name
Your address
City, State ZIP
Your phone number