

## Sample Letters for Qualified IRA Gifts to UMass Boston

### 1. Sample Request from IRA Account Owner (Donor) to IRA Administrator for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # [Account Number] as provided by the Emergency Economic Stabilization Act of 2008 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please send me the appropriate forms to issue a check from my IRA account in the amount of \$ \_\_\_\_\_ payable to the University of Massachusetts Foundation and send the check to the address below:

University of Massachusetts Foundation  
Attn: Carolyn Flynn  
225 Franklin Street, 12<sup>th</sup> Floor  
Boston, MA 02110

The University of Massachusetts Foundation's tax ID number is: 04-6013152

In your transmittal to UMass, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

[Optional paragraph from requests occurring close to year-end] It is my intention to have this transfer qualify for exclusion during the 2008 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2008.

If you have any questions or need to contact me, I can be reached at (telephone).

Thank you for your assistance in this matter.

Sincerely,

[IRA Account Owner]

## **2. Sample Letter from Donor Informing the UMass Foundation of Forthcoming Qualified Charitable Distribution from IRA Administrator**

University of Massachusetts Foundation  
Attn: Carolyn Flynn  
225 Franklin Street, 12<sup>th</sup> Floor  
Boston, MA 02110

Dear Carolyn:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to the University of Massachusetts Foundation in the amount of \$ \_\_\_\_\_ from my plan trustee/administrator, [name and contact number for IRA Administrator]. This gift is to be allocated towards [UMass Boston, UMass Dartmouth, UMass Lowell, UMass Medical, UMass Memorial Foundation, other purpose].

It is my intent to comply with the requirements of the Emergency Economic Stabilization Act of 2008 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, in connection with this gift.

Accordingly, upon your receipt of payment from my trustee/administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift, that no goods or services were provided to me by the UMass Foundation in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at [telephone].

Sincerely,

[Donor name]