

Bank Number: _____ Social Security Number: _____
(to be completed by a bank employee)

**ACCOUNTHOLDER
INFORMATION**

Name

Traditional IRA _____ Address

Roth IRA _____ City _____ State _____ Zip _____

Date of Birth _____ Telephone Number _____

**CITIZENSHIP
(Choose one)**

- I am a U.S. Citizen. I am a Resident Alien.
 I am a Non-Resident Alien and have attached IRS Form W-8BEN (additional forms may be required).

This information is necessary to determine the proper IRS reporting requirements.

**RECIPIENT
INFORMATION
(A separate form is
required for each
Organization)**

Legal Name

Legal Address

City _____ State _____ Zip _____

EIN/TIN _____ Telephone _____

**RESPONSIBLE PARTY
(Must be an individual
representing the
charitable organization)**

Name

Legal Address

City _____ State _____ Zip Code _____

Title _____ Social Security Number _____ Date of Birth _____

**DISTRIBUTION
INSTRUCTIONS**

Amount: Distribute the following amount to the above party: _____

Distribute only the amount of my Required Minimum Distribution (RMD) to the above party.

Distribute my RMD plus the following amount to the above party: _____

Source: Distribute assets from the following account(s): _____

Special Instructions:

KEYBANK NATIONAL ASSOCIATION CANNOT GIVE YOU TAX OR LEGAL ADVICE ON HOW THIS DISTRIBUTION APPLIES TO YOUR PARTICULAR SITUATION. YOU MUST CONSULT WITH YOUR ATTORNEY OR OTHER TAX ADVISOR ABOUT THESE MATTERS.

**ACKNOWLEDGEMENTS
AND
AUTHORIZATION**

By completing and signing this form, I acknowledge the following:

- I acknowledge that this form must be received by KeyBank by December 28, 2009 to be processed for the tax year.
- I hereby direct KeyBank to make the distribution from this account. It is my intention that this distribution meet the Requirements of a Qualified Charitable Distribution within the meaning of §408(d)(8) of the Internal Revenue Code of 1986, as amended.

**ACKNOWLEDGEMENTS
AND
AUTHORIZATION
(cont.)**

- I am solely responsible for meeting the requirements of a Qualified Charitable Distribution, which include but is not limited to, the tax qualifications of organizations receiving distributions, the aggregate distribution limit from all individual retirement accounts owned by me, the receipt and sufficiency of the recipient organization's substantiation, and whether the amount of the distribution is allowable as a charitable deduction or consists of nondeductible contributions.
- I am solely responsible for obtaining a receipt or other appropriate records necessary to substantiate this gift.
- I authorize KeyBank to withdraw from any account/asset as may be necessary to comply with this request. I understand that penalties for early withdrawal or other fees may apply, and I authorize KeyBank to deduct such charges from the account prior to making the distribution.
- KeyBank may rely on information and instructions provided by me in connection with this distribution request. KeyBank Makes no representations or warranties with respect to the tax consequences of this transaction. KeyBank shall be responsible only for processing the distribution in accordance with my instructions and applicable law, and reporting the distribution as required by IRS regulations.
- I indemnify KeyBank National Association, its agents, successors and affiliates from any and all claims that I may have or hereafter claim to have with respect to this distribution.

SIGNATURES

Accountholder Signature

Date

Authorized KeyBank Signature

Date

Notary Public (If this document is signed in the presence of the KeyBank Representative, signature authentication by a Notary Public is not necessary.)

Date

RULES APPLICABLE TO CHARITABLE DISTRIBUTIONS

IRC §408(d)(8) provides an exclusion from gross income of up to \$100,000 per year from Traditional and Roth IRAs for distribution that would otherwise be taxed as ordinary income. This benefit is limited to "Qualified Charitable Distributions", made during tax years 2008 and 2009, by a plan owner who has attained at least age 70 ½ on the date of distribution to charity, and the assets must pass or be payable "directly" to the charity.

Qualified Charitable Distribution. A *qualified charitable distribution* ("QCD") is any distribution from a Traditional IRA or Roth IRA made directly by the IRA custodian to an organization described in section 170(b)(1)(A) that would have been taxable if distributed to the IRA owner.

However, the definition of a QCD specifically excludes distributions to most private foundations, donor advised funds (as described in section 4966(d)(2) or supporting organizations (as described in section 509(a)(3)).

The distribution is excluded from income only if 100% of the rollover would qualify for the charitable deduction under present law. Thus, distributions to partial gifts, such as: any split interest gift trusts, charitable annuities, or when the donor receives any quid pro quo benefit in exchange for the contribution do not qualify.

Eligible Distributions. The exclusion applies to Traditional IRAs and Roth IRAs only. Other forms of retirement plans such as 401(k), 403(b) annuities, defined benefit and contribution plans, profit sharing plans, Keoghs and employer sponsored SEPs and SIMPLE plans **are NOT eligible**.

Minimum Required Distribution. Charitable distributions can satisfy an IRA owner's minimum required distribution for 2008 & 2009. QCD's reduce the IRA owner's required minimum distribution dollar-for-dollar for 2008 & 2009.

Tax Reporting. In accordance with prior guidance from the IRS, QCDs will be reported as normal distributions. Please consult your tax counsel or IRS instructions for more details about completing your federal income tax return.

Withholding. Under prior guidance issued by the IRS, QCDs are not subject to withholding under Code Section 3405 because the IRA owner is deemed to have elected out of withholding under Code Section 3405(a)(2). It is anticipated that this guidance will continue to apply.

Substantiation. The IRA Owner must retain certain records of the donation, regardless of the amount. The IRA owner must retain a bank record or a receipt, letter, or other written communication from the charity indicating the name of the donee organization, the date the donation was made, and the amount of the donation.

Failure to maintain these records for each donation may result in the loss of income tax exclusion. KeyBank recommends that IRA owners consult their tax advisers to confirm that any particular charitable distribution will qualify for income tax exclusion, and advise the charities of the distributions in advance so that they may coordinate the distribution and the delivery of the charity's written substantiation.

IRA's With Non-Deductible Contributions. If the IRA taxable amount is greater than or equal to the QCD, the entire QCD will be treated as having been distributed from deductible contributions, notwithstanding the fact that the IRA has nondeductible contributions.

Multiple IRAs. All Traditional and Roth IRAs owned by an individual are aggregated to determine tax treatment, including treatment of non-deductible contributions. For example, if an individual owns two IRAs, each with a total fair market value of \$200,000, one of which has nondeductible contributions of \$50,000, the IRA owner can make a \$100,000 charitable IRA distribution from either of the accounts and treat the entire distribution as a QCD. The remaining IRA will be treated as including nondeductible contributions of \$50,000.