

Sample Request Form from Plan Owner to Administrator for Charitable Distribution from Individual Retirement Account to MIT

_____, 20__

Custody Agent
Address

RE: Request for charitable distribution from Individual Retirement Account
_____ in the name of _____

Dear Sir or Madam:

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 \$ _____ (not to exceed \$100,000) payable to "MIT" and mail it directly to the following address:

Massachusetts Institute of Technology
P.O. Box 412926
Boston, MA 02241-2926
Attention: IRA Charitable Distribution

In your transmittal to MIT, please give my name and address as the donor of record in connection with this transfer, and indicate that the check is for the benefit of _____ [i.e., MIT/MIT School/MIT Affiliate/Specific Purpose/Fund Number, if any]. Please copy me on your transmittal.

If you have any questions, or need to contact me, I can be reached at (____) ____ - ____ or _____ (email address).

Thank you for your assistance in this matter.

Sincerely,

Plan Owner Name
Plan Owner Address

Donor Letter to MIT about Pending Charitable Distribution from Individual Retirement Account

_____, 20__

Donor Address

Massachusetts Institute of Technology
P.O. Box 412926
Boston, MA 02241-2926
Attention: IRA Charitable Distribution

To the Office of the Recording Secretary:

I have written to my IRA custody agent, _____, to request a distribution of \$ _____ directly to MIT as a charitable distribution, in support of: _____ [i.e., MIT/MIT School/MIT Affiliate/Specific Purpose/Fund Number, if any].

Thank you for your attention to this matter. If you have any questions, please contact me at (____)____ - _____ or _____ (email address).

Sincerely,

Donor Name