

Draft Letters for Qualified IRA Gifts to New York Public Radio

1. Letter from IRA Account Owner (Donor) to IRA Administrator requesting a Charitable Distribution be made from an Individual Retirement Account:

[Date]

Dear Sir/Madam,

This letter is intended to serve as a formal request to make a direct charitable distribution from my Individual Retirement Account (Account Number: _____), as provided by the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 and Section 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 New York Public Radio and send the check to the address below:

New York Public Radio
Attn: Dina Vaz
Office of Planned Giving
160 Varick Street
New York, New York 10013

New York Public Radio's taxpayer identification number is: 13-3015230.

In the transmittal to New York Public Radio, kindly include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

[For donors making a transfer before January 31, 2011, and choosing to have the transfer qualify for exclusion during the 2010 tax year add the following paragraph:] It is my intention to have this transfer qualify for exclusion during the 2010 tax year, consequently it is imperative that this distribution be postmarked **no later than January 31, 2011.**

If you have any questions, please contact me directly at _____.

Thank you for your assistance.

Sincerely,

[IRA Account Owner's name]

2. Sample Letter from Donor Informing New York Public Radio of a Impending Charitable Distribution from an IRA Administrator

[Date]

New York Public Radio
Attn: Dina Vaz
Office of Planned Giving
160 Varick Street
New York, New York 10013

Dear Ms. Vaz,

This letter is intended to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account (IRA), payable to New York Public Radio in the amount of \$_____ from my plan administrator, [name and contact number for the IRA Administrator]. This gift is intended for the general purposes of New York Public Radio.

It is my intent to comply with the requirements of the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended, in association with this gift.

Upon your receipt of this donation from my plan administrator, please send me a written acknowledgement that states the amount of my gift, that no goods or services were provided to me by New York Public Radio in consideration of this gift and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions, please contact me at _____.

Sincerely,

[Donor's name]