

**Sample Request from Plan Owner to Administrator for a Charitable Distribution
from Individual Retirement Account**

RE: Request 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 Sec. 725 of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to the organization at address below:
Oklahoma City Community Foundation, P.O. Box 1146, Oklahoma City, OK 73101-1146 EIN: 23-7024252

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

(Following is an optional paragraph for requests from an individual donor wishes to exclude distribution for 2010 tax year) It is my intention that this transfer qualify for exclusion during the 2010 tax year. Therefore, it is imperative this distribution be postmarked no later than January 31, 2011.

(NOTE: To qualify for exclusion in 2011 tax year, distributions must be made no later than December 31, 2011)

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,
(Plan Owner)