

IRA DISTRIBUTION REQUEST

Date: _____

Plan Administrator Contact: _____

Plan Administrator: _____

Address: _____

City: _____ State: _____ Zip: _____

Re: Request for IRA Charitable Distribution

Dear Plan Administrator,

Please accept this letter as authorization to make a charitable distribution from my Individual Retirement Account, account number _____. Please issue a check payable to Community First Foundation (EIN 51-0157964) in the amount of \$_____.

Mail this check to:

Rebecca Olchawa Barker
Director of Philanthropic Services
Community First Foundation
5855 Wadsworth Bypass, Unit A
Arvada, CO 80003

In your transmittal letter to Community First Foundation, please list me as the donor, include my address of record, and copy me. It is my intention to have this transfer qualify during the 2019 tax year. Therefore, it is imperative that this distribution be received by Community First Foundation **no later than November 20, 2019.**

If you have any questions, I can be reached at _____. Thank you for your prompt assistance.

Sincerely,

Donor Signature

Donor Printed Name

POWERING
COMMUNITY
TOGETHER.

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5855 Wadsworth Bypass, Unit A
Arvada, CO 80003
CommunityFirstFoundation.org
720.898.5900