

Please print this template and complete the information to make your gift to **Boys & Girls Club of Laguna Beach**. After filling out the form, you can sign it and deliver to your IRA Administrator.

Date: \_\_\_\_\_

Name of IRA Company: \_\_\_\_\_

IRA Administrator Name: \_\_\_\_\_

**RE: Request for Charitable Distribution from Individual Retirement Account**

Hello,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_

Please issue a check from my IRA on the following time basis:

\_\_\_\_\_ **One-Time on (Date):** \_\_\_\_\_

\_\_\_\_\_ **Monthly**

\_\_\_\_\_ **Annually on (Date):** \_\_\_\_\_

In the amount for \$ \_\_\_\_\_ payable to the organization listed below.

**Boys & Girls Club of Laguna Beach**

Attn: Chris Switzer, CFO

1085 Laguna Canyon Rd., Laguna Beach, CA 92651

**Tax ID # 95-1878822**

Please feel free to contact [christophers@bgclaguna.org](mailto:christophers@bgclaguna.org) if you need ACH routing information for the Boys & Girls Club or if you have any questions.

Please list my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal letter.

If you have questions or need to contact me, you may reach me by phone at \_\_\_\_\_

or by email at \_\_\_\_\_.

**Thank you for your assistance in this matter.**

Sincerely,

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_