

**Thank you for your support of
The Rotary Foundation of Rotary International!**

To facilitate the process, please use the attached letters.

- Page 1.** “From Plan Owner to IRA Administrator”
Please complete the underlined portions of the attached letter and send it to your IRA Plan Administrator to initiate the transfer.
- Page 2.** “From Donor to The Rotary Foundation”
Upon initiating the transfer, please complete the underlined portions from the attached letter and send (as addressed) to:
The Rotary Foundation of Rotary International
Attn: Caprice Hydzik, Gift Administration/FN 120
1560 Sherman Ave., Evanston, IL 60201 or
caprice.hydzik@rotary.org. This will expedite the transfer.

**For more information, please contact:
Karena Bierman, Manager of Gift Planning at (847) 866-4458.**

DATE

IRA PLAN ADMINISTRATOR

ADDRESS

CITY STATE ZIP CODE

Request for Distribution from Individual Retirement Account to Charity

Dear Sir or Madam:

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

Please issue a check in the amount of \$ _____ payable to The Rotary Foundation of Rotary International (FEIN 36-3245072) and deliver to the address below by 31 January 2011 to qualify for preferential tax treatment for 2010:

**The Rotary Foundation of Rotary International
Attn: Caprice Hydzik, Gift Administration/FN 120
1560 Sherman Avenue
Evanston, IL 60201-3698**

In your transmittal to The Rotary Foundation, please include my name and address as listed below as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have questions, please contact Caprice Hydzik at (847) 866-3380.

Thank you for your assistance in this matter.

Sincerely,

PRINTED PLAN OWNER NAME ROTARY ID NUMBER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER(S)

DATE

Ms. Caprice Hydzik, Gift Administration/FN 120
The Rotary Foundation of Rotary International
1560 Sherman Avenue
Evanston, IL 60201-3698

Dear Ms. Hydzik:

It is my pleasure to inform you that I have requested a distribution from my Individual Retirement Account payable to The Rotary Foundation of Rotary International in the amount of \$ _____ from my plan trustee/administrator, _____.
NAME OF PLAN TRUSTEE/ADMINISTRATOR

Upon your receipt of payment from my trustee/administrator, please send me a contribution receipt that acknowledges the amount of my gift, and that no goods or services were transferred to me by your organization in consideration for this gift.

I intend that this gift be allocated to: The Permanent Fund – World Fund;
The Permanent Fund – Share; The Permanent Fund – Children’s Fund;
The Annual Programs Fund – SHARE; or other – _____.

Sincerely,

PRINTED PLAN OWNER NAME ROTARY ID NUMBER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER(S)

E-MAIL ADDRESS/FACSIMILE NUMBER