



**Sample Charitable Rollover (QCD) Request Form for Gift to Massachusetts Audubon Society, Inc.  
(Form may be used for unrestricted gift or to benefit specific sanctuary)**

*Please print the form, complete it and email it, scan it or send it to your plan administrator.*

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

IRA Administrator Address: \_\_\_\_\_

RE: Request for Charitable Distribution from Individual Retirement Account (IRA)

From: Account Owner (name): \_\_\_\_\_

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

Dear Sir or Madam:

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

Please issue a check in the amount of: \$ \_\_\_\_\_ (not to exceed \$100,000.00), payable to:

Massachusetts Audubon Society, Inc.  
208 South Great Road, Lincoln, MA 01773  
Tax Identification #04-2104702

In your transmittal to Mass Audubon, please give my name and address as the donor of record in connection with the transfer and indicate whether the check is for the benefit of [ ] Mass Audubon or the specific Mass Audubon sanctuary named here: \_\_\_\_\_. Please copy me on your transmittal.

It is my intention to have this transfer apply toward my required minimum distribution for the current tax year.

If you have questions or need to contact me, I can be reached at: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ or by email at: \_\_\_\_\_.

Thank you.

Sincerely,

