

To: [Plan Administrator]: \_\_\_\_\_

[Address]: \_\_\_\_\_

\_\_\_\_\_

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

The Protecting Americans from Tax Hikes (PATH) Act of 2015 permits a tax-free rollover from an Individual Retirement Account to a qualified public charity.

Please accept this letter and the enclosed distribution form as my request to make a direct charitable distribution from my IRA # \_\_\_\_\_ to Mount Mercy Academy.

Please issue a check in the amount of \$\_\_\_\_\_ payable to "Mount Mercy Academy" (Tax ID #16-0955330) and send it to the address below:

**Mount Mercy Academy  
Institutional Advancement Office  
88 Red Jacket Parkway  
Buffalo, New York 14220**

In your transmittal to Mount Mercy, please record my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. I would like to designate this gift for:

The Mount Mercy Annual Fund

Other \_\_\_\_\_.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Thank you for your assistance in this matter.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

cc: Director, Institutional Advancement, Mount Mercy Academy 88 Red Jacket Parkway, Buffalo, New York 14220. Email: institutionaladvancement@mtmercy.org Fax: (716) 825-0976.