



Sample Language for Your Use
Request IRA Charitable Rollover

Dear _____,

I would like to request a Qualified Charitable Distribution or Required Minimum Distribution from my Individual Retirement Account # _____.

Please issue a check in the amount of \$ _____ payable to United Way Bay Area.

Please mail the check directly to United Way Bay Area at:

United Way Bay Area

550 Kearny Street, Suite 510

San Francisco, CA 94108

EIN: 94-1312348

Please include my name and address so United Way Bay Area can acknowledge my gift.

If you require additional information, please contact me at

phone number _____

email address _____

Thank you.