



Thank you for helping Fairchild Medical Center care for our community through a Qualified Charitable Distribution (QCD) from your Individual Retirement Account (IRA).

The attached letters will help you make a distribution directly from your IRA to the Fairchild Medical Center Foundation. Individuals must instruct their IRA trustee to make the distribution directly to the qualified charitable organization. To include the Fairchild Medical Center Foundation in your plans, please use our legal name and federal tax ID. Please let us know about your gift. (Many IRA administrators assume no responsibility for informing nonprofits of your intentions.)

Legal Name: Fairchild Medical Center Foundation

Tax ID Number: 68-0350012

Page 1: Sample request: "From Plan Owner to IRA Administrator" Please complete the attached letter and send it to your IRA plan administrator to initiate the transfer.

Page 2: Letter to Foundation: "From Donor to the Fairchild Medical Center Foundation" Upon initiating the transfer. Please complete the underlined portion from the attached letter mail or email your notification to:

Email: canstead@fairchildmed.org

Mail: Fairchild Medical Center Foundation 444 Bruce Street, Yreka, CA 96097

We are here to help! For assistance or more information on how Qualified Charitable Distributions, aka IRA charitable rollover gifts, can further your philanthropic goals, please call the Fairchild Foundation at (530) 841-6239.



Date

IRA Plan Administrator

Address

City, State, ZIP Code

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number [insert number here] as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended. Please issue a check in the amount of \$[Amount], payable to Fairchild Medical Center Foundation and mail it to: Fairchild Medical Center Foundation 444 Bruce Street Yreka, CA 96097. The qualified charitable organization's federal tax identification number is 68-0350012. In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below. It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during this tax year. If you have any questions or concerns regarding this request, I can be reached at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to and assistance in this matter.

Sincerely,

[Your First and Last Name]

[Your Address]

Date



Claire Anstead

Executive Director, Foundation

Fairchild Medical Center Foundation

444 Bruce Street

Yreka, CA 96097

Dear Claire:

This letter is to notify you that I instructed my IRA administrator to make a qualified charitable distribution from my individual retirement account.

Please let me know when you receive this donation in the amount of \$_____. My gift is designated for the _____(purpose/fund). I look forward to your acknowledgment of this contribution.

Sincerely,

Signature

Print Name

IRA Provider Name:
