

Sample Request from Plan Owner to Administrator for
Charitable Distribution from Individual Retirement Account

The letter below is to be sent to your IRA Plan Administrator to request the distribution in the manner legally required under the Tax Extenders and Alternative Minimum Tax Relief Act of 2008 of H.R. 1424. Be assured that the **Ploughshares Fund** is a public charity that fully qualifies under the restrictions of this new law (**Ploughshares Fund** is a *public* foundation, *not* a private foundation.) The following letter is sufficient and complete to initiate a Charitable Rollover from your IRA.

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (Account Number) as provided by Division C -- the Tax Extenders and Alternative Minimum Tax Relief Act of 2008 of H.R. 1424.

Please issue a check in the amount of \$_____ payable to Ploughshares Fund at the address below:

Ploughshares Fund
Fort Mason Center
Building B, Suite 330
San Francisco, CA 94123

(Contact: Dick Bunce, Deputy Director, 415-775-2244)

In your transmittal to the charity, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion during the 2008 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2008.

If you have any questions or need to contact me, I can be reached at (your telephone number).

Thank you for your assistance in this matter.

Sincerely,

(Plan Owner)