

HOW TO MAKE A QUALIFIED CHARITABLE DISTRIBUTION FROM YOUR INDIVIDUAL RETIREMENT ACCOUNT (IRA) OPTION

OPTION 1 Contact your IRA custodian and request a direct transfer (sample letter on page 2) to:

Conservation Through Public Health
541 Country Lane
Holly Springs, North Carolina 27540
USA

Tax ID # 37-1455761

Please note: Do not directly withdrawal the funds yourself or you will have to report the withdrawal as taxable income. If you are requesting the transfer at the end of the tax year, allow enough time for the transfer to complete by December 31.

OPTION 2 Send a gift directly to Conservation Through Public Health, Inc. using your IRA checkbook.

Conservation Through Public Health
541 Country Lane
Holly Springs, North Carolina 27540
USA

PLEASE NOTE It is important to let us know of your gift because many retirement plan administrators are not obligated to notify a charity regarding your distribution. Contact Marcy Doozan @marcy@ctph.org to notify Conservation Through Public Health of your incoming gift.

We are not able to give formal tax advice, and we strongly advise you to have these distributions reviewed by your own qualified financial or tax advisors.

(Date)

(IRA Administrator Name)

(IRA Administrator Address)

RE: Request for Charitable Distribution from Individual Retirement Account

To Whom It May Concern: Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (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 Conservation Through Public Health and mail it to:

Conservation Through Public Health
541 Country Lane
Holly Springs, North Carolina 27540
USA

The qualified charitable organization's federal tax identification number is 37-1455761.

It is my intention that this transfer qualify during this tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31.

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 assistance with this matter.

Sincerely,

(First Name)

(Last Name)

(Your Full Mailing Address)