



Patten Free Library IRA Rollover Request to Plan Administrator

Date: _____

Dear: (IRA Custodian Firm, Contact Name and Address)

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account # _____

Please issue the distribution in the amount of \$_____ postmarked by December 31, _____.
Make checks payable to the Patten Free Library and mail to:

Development Office
Patten Free Library
33 Summer Street
Bath, ME 04530

In your transmittal to Patten Free Library, please indicate my name as the IRA owner of record in connection with this transfer. If you have questions, please contact Samantha Ricker, Development Director, at 207-443-5141 x.1019 / slricker@patten.lib.me.us or Lesley Dolinger, Library Director, at 207-443-5141 x.1015 / lesley.dolinger@patten.lib.me.us.

The Patten Free Library EIN is 01-0211539

Please send me a copy of the transmittal. If you have any questions or concerns, please contact me at:

(mailing address)	Phone	Email
_____	_____	_____

Sincerely,

(signature)

(printed name)