



**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 2016 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 Emily Read, Development Director, at 207-443-5141 x.19 / [eread@patten.lib.me.us](mailto:eread@patten.lib.me.us) or Lesley Dolinger, Library Director, at 207-443-5141 x.15 / [lesley.dolinger@patten.lib.me.us](mailto: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)