

# DUCKS UNLIMITED IRA TRANSFER

Dear Member,

Thank you for helping Ducks Unlimited conserve, restore and manage wetland habitat through a gift from your Individual Retirement Account (IRA).

The attached letters will help you make a direct transfer from your IRA.

**Page 1.** "From Plan Owner to IRA Administrator" To initiate the transfer, please complete the required portions of the letter and send it to your IRA plan administrator.

**Page 2.** "From Plan Owner to Ducks Unlimited" Upon initiating the transfer, please complete the required portions of the attached letter and send the letter to:

**Ducks Unlimited – Development Office**

**Dept. 558**

**PO Box 1000**

**Memphis, TN 38148**



**FOR MORE INFORMATION ON CHARITABLE ROLLOVER GIFTS  
AND OTHER WAYS TO GIVE, PLEASE CONTACT:**

**CHRIS COLE  
CCOLE@DUCKS.ORG OR (901)758-3763**

**Visit [www.ducksgift.org](http://www.ducksgift.org) for information on how to leave a legacy.**



# IRA TRANSFER INSTRUCTIONS

## FROM IRA OWNER TO IRA ADMINISTRATOR

DATE \_\_\_\_\_

IRA PLAN ADMINISTRATOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### 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 # \_\_\_\_\_.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to: Ducks Unlimited, Inc. (FEIN 13-5643799)

If distribution is made by check, please mail to:

**Ducks Unlimited – Development Office**

**Dept. 558**

**PO Box 1000**

**Memphis, TN 38148**

In your communication to DU, please include my name and address as listed below as the donor of record in connection with this transfer. Please copy me on your transmittal.

If distribution is made by wire, please use the instructions below:

**First Horizon Bank, ABA # 084000026**

**165 Madison Ave., 10th Floor, Memphis, TN 38103**

**Name on Account: Ducks Unlimited, Inc. – Operating Account # 00-0322482**

My contact at DU is Chris Cole, Senior Managing Director of Gift Planning, who can be reached at 901-758-3763 or ccole@ducks.org. Thank you for your assistance.

Sincerely, \_\_\_\_\_



# IRA TRANSFER INSTRUCTIONS

FROM PLAN OWNER TO DUCKS UNLIMITED, INC.

Date \_\_\_\_\_

**Ducks Unlimited – Development Office**  
**Dept. 558**  
**PO Box 1000**  
**Memphis, TN 38148**

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to Ducks Unlimited, Inc. in the amount of \$ \_\_\_\_\_ from my plan trustee/administrator,

\_\_\_\_\_  
(NAME OF PLAN TRUSTEE/ADMINISTRATOR)

Upon your receipt of payment from my trustee/administrator, please send me written acknowledgement stating the amount of my gift, that no goods or services were transferred to me by your organization in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization, nor will it fund a life income agreement.

I intend that this gift be restricted as follows:

\_\_\_\_\_

Sincerely,

\_\_\_\_\_

DU MEMBER ID # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_