



Santa Barbara  
Botanic Garden

Owner/Donor Name

Address

City, State, Zip

To: IRA Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # \_\_\_\_\_. This distribution is intended to be an IRA Charitable Rollover.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to Santa Barbara Botanic Garden and send the check to the following address:

Santa Barbara Botanic Garden  
Attn: Gift Planning  
1212 Mission Canyon Rd.  
Santa Barbara, CA 93105

Santa Barbara Botanic Garden's tax ID number is: 95-1644628 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20\_\_\_\_ tax year.

Important: In your transmittal to Santa Barbara Botanic Garden, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal. If you have any questions I can be reached at \_\_\_\_\_.

Thank you for your assistance in this matter.

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