



**Thank you for helping Ducks Unlimited Conserve, Restore and Manage Wetland Habitat through a gift from your Individual Retirement Account!**

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

**Page 1.** “From Plan Owner to IRA Administrator” Please complete the underlined portions of the letter and send it your IRA Plan Administrator to initiate the transfer.

**Page 2.** “From Donor to Ducks Unlimited” Upon initiating the transfer, please complete the underlined portions from the attached letter and send as addressed to:

Chris Cole, Managing Director of Gift Planning  
Ducks Unlimited, Inc.  
One Waterfowl Way  
Memphis, TN 38120-2351

For assistance please contact Chris Cole at [ccole@ducks.org](mailto:ccole@ducks.org) or (901) 758-3763.

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**For more information on how IRA “charitable rollover gifts” and other tax-advantaged ways to give can further your philanthropic and financial goals, please contact:**

Chris Cole, Managing Director of Gift Planning  
[ccole@ducks.org](mailto:ccole@ducks.org)  
(901)758-3763

**FROM PLAN OWNER TO IRA ADMINSTRATOR**

DATE: \_\_\_\_\_

IRA PLAN ADMINISTRATOR: \_\_\_\_\_

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, Inc.**  
**Attn: Chris Cole**  
**One Waterfowl Way**  
**Memphis, TN 38120-2350**

In your communication to Ducks Unlimited, 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 you have questions, please contact Cathy Sanders at (901)758-3898.

Below is Ducks Unlimited's account information for a wire transfer:

**Please wire funds** in the amount of \$ \_\_\_\_\_ payable to Ducks Unlimited, as indicated below to:

**First Tennessee Bank, 165 Madison Avenue, 10th Floor, Memphis, TN 38103**  
**Name on Account: Ducks Unlimited, Inc. – Operating Account # 00-0322482**  
**Reference Name: (DU DONOR NAME - IRA Rollover) ABA # 084000026**

My contact at Ducks Unlimited is Chris Cole, Managing Director of Gift Planning, who can be reached by calling 901-758-3898 or via email at [ccole@ducks.org](mailto:ccole@ducks.org).

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_

**FROM DONOR TO DUCKS UNLIMITED**

DATE \_\_\_\_\_

Chris Cole, Managing Director of Gift Planning  
Ducks Unlimited, Inc.  
One Waterfowl Way  
Memphis, TN 38120-2351

Dear Mr. Cole,

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to Ducks Unlimited 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 that states 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 for this gift to be restricted to:  
\_\_\_\_\_.

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

PRINTED PLAN OWNER NAME: \_\_\_\_\_

DU ID NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS:  
\_\_\_\_\_