



*Thank you for considering making a gift!*

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

**PAGE 1**      **This is the letter you send to your IRA Administrator.**  
Please fill in the blank, underlined portions of the attached letter and send it to your IRA Plan Administrator to initiate the transfer.

**PAGE 2**      **This is the letter you send to St. Paul's Senior Living Community.**  
Upon initiating the transfer, please fill in the blank, underlined portions from the attached letter and send to:

Dawn Hartman, Director of Planned & Major Giving  
St. Paul's  
339 E. Jamestown Rd, Greenville, PA 16125  
FAX: (724) 588-0947 or EMAIL: [dhartman@sp1867.org](mailto:dhartman@sp1867.org)

For assistance or questions, please contact Dawn Hartman at (724) 589-4611, stop by her office in the Keifer Building at St. Paul's or email [dhartman@sp1867.org](mailto:dhartman@sp1867.org).

**Your gift from an IRA has the power to enhance our residents' quality of life and provide peace of mind for those who cannot afford the full cost of their care. To learn more about how your gift can make an impact, please visit [www.stpauls1867.org/giving](http://www.stpauls1867.org/giving).**

*Thank you!*

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
ADDRESS

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

**RE: Request for Charitable Distribution from Individual Retirement Account**

To Whom It May Concern:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ pursuant Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to: **St. Paul Homes (Tax ID# 25-0773080)** and mail to arrive no later than December 31, 2021 to:

**Attn: Dawn Hartman, Director of Planned & Major Giving  
St. Paul's  
339 E. Jamestown Rd  
Greenville, PA 16125**

In your communication to St. Paul's, please include my name and address as listed below so they may identify the donor of this gift. If you have any questions, please contact Dawn Hartman at St. Paul's at (724) 589-4611.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
YOUR PRINTED NAME

\_\_\_\_\_  
ADDRESS

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

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

\_\_\_\_\_  
DATE

**Attn: Dawn Hartman, Director of Planned & Major Giving  
St. Paul's  
339 E. Jamestown Rd  
Greenville, PA 16125**

Dear Dawn,

I am writing today to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to be sent to St. Paul's in the amount of \$ \_\_\_\_\_ from my plan administrator, \_\_\_\_\_.

For tax purposes, upon your receipt of this gift, please send me a written acknowledgement with the amount of my gift and the statement that no goods or services were transferred to me by your organization in consideration for this gift.

I would like the gift to be used for: (Please check one)

- |   |   |
|---|---|
| <input type="checkbox"/> Benevolent Care for Residents    | <input type="checkbox"/> Staff Appreciation |
| <input type="checkbox"/> Eden Alternative/Life Enrichment | <input type="checkbox"/> Where Needed Most  |
| <input type="checkbox"/> Resident Christmas Fund          | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> Staff Education                  | _____                                       |

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
YOUR PRINTED NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

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

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