

**Sample Letter for IRA Administrators for Making a Gift via Charitable IRA Distribution (QCD) to The Lakeland Foundation**

(Date)

(Name of IRA Custodian)

(Address)

(City, State, Zip Code)

Re: Charitable IRA Distribution to The Lakeland Foundation, Kirtland, Ohio

Dear IRA Custodian, Trustee or Plan Administrator:

As the owner of IRA account number \_\_\_\_\_ that is in your custody, I request that you transfer the sum of \$\_\_\_\_\_ to The Lakeland Foundation as an IRA charitable rollover (referred to as a "qualified charitable distribution" in Section 408(d)(8) of the Internal Revenue Code). This payment should be sent to:

The Lakeland Foundation  
Lakeland Community College  
7700 Clocktower Dr.  
Kirtland, OH 44094

**The Federal Tax ID Number for The Lakeland Foundation is 34-1369714.**

For ACH, wire or other electronic transfer instructions, please contact Tina Baucher, Interim Executive Director, at 440-525-7103 or [tbaucher1@lakelandcc.edu](mailto:tbaucher1@lakelandcc.edu).

These funds are to be used for the purpose marked with an X on the line below:

- \_\_\_\_\_ This gift is unrestricted and may be used in an area of greatest need.
- \_\_\_\_\_ I would like to give to the Ken Quiggle "End Student Hunger Now" Fund (Lakeland Cares Cupboard)
- \_\_\_\_\_ I would like to give to general scholarships.
- \_\_\_\_\_ I would like to give to this particular fund, scholarship, or area of the college (please specify):  
\_\_\_\_\_

In your transmittal letter to The Lakeland Foundation, please include my name and address as the donor of record. I would appreciate a copy of your correspondence.

If you have any questions or concerns regarding this request, please contact me at \_\_\_\_\_.

Sincerely,

(Your name as listed on IRA)