ROMAN CATHOLIC
DIOCESE *of* **ORANGE**
PASTORAL CENTER: FINANCE OFFICE
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

IRA Rollover Instructions to Plan Administration

TO: **Your IRA Plan Administrator** _____

FROM: **Plan Owner** _____

ADDRESS: _____

EMAIL: _____ **PHONE:** _____

ACCOUNT #: _____ **DATE:** _____

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

As the owner of the IRA Account _____ that is in the custody of your organization, I request that you transfer from that account the sum of $ [_____] **Via Check**:

Please issue a check in the amount of $ _____ payable to:

Roman Catholic Bishop of Orange (Diocese),   Tax ID #95-3018918

For the benefit of: _____ (please specify parish, fund, PSA, etc.)

Mail check to: Roman Catholic Bishop of Orange (Diocese), Attn: Sean Connolly
13280 Chapman Avenue, Garden Grove, CA 92840

Please accept this form as my request to make a direct charitable distribution from my IRA. In your transmittal to the charity, please memorialize my name and address as the donor of record in connection with the transfer. **Please copy me on your transmittal**.

If you have any questions or need to contact me, I can be reached at the information listed above.

Thank you for your assistance.

Sincerely,

_____
Signature

_____
Date