



## IRA Transfer Notification

*To notify The Encore Musical Theatre Company of a charitable distribution directly from your IRA.*

Date: \_\_\_\_\_.

Send to:

The Encore Musical Theatre Company  
Attn: Cheryl Willoughby, Gift and Donor Relations  
7714 Ann Arbor Street  
Dexter, MI 48130-1322

Email: [cheryl@theencoretheatre.org](mailto:cheryl@theencoretheatre.org)

I have requested that my IRA custodian/administrator, \_\_\_\_\_, make a qualified charitable distribution from my Individual Retirement Account to The Encore Musical Theatre Company in the amount of \$\_\_\_\_\_.

Upon receipt of the transfer from my IRA, please send me a written acknowledgment that confirms the amount of my gift; that no goods or services were transferred to me in consideration of my gift; and that my gift will not be placed in a donor-advised fund nor a supporting organization.

Please allocate my gift to the following purpose:

\_\_\_\_\_  
(If this gift is a payment on an existing pledge, please indicate this in the space above.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

Donor Name: \_\_\_\_\_.

Address: \_\_\_\_\_.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_.

How you would like to be acknowledged: \_\_\_\_\_.