



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

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: _____.