HOW TO MAKE A QUALIFIED CHARTIABLE DISTRIBUTION FROM YOUR INDIVIDUAL RETIREMENT ACCOUNT (IRA)

OPTION 1

Contact your IRA custodian and request a direct transfer (sample letter on page 2) to:

Mara Elephant Project USA, Inc.
4000 W. 106th Street Suite 125-238
Carmel, IN 46032
Tax ID # 45-3996413

Please note: Do not directly withdrawal the funds yourself or you will have to report the withdrawal as taxable income. If you are requesting the transfer at the end of the tax year, allow enough time for the transfer to complete by December 31.

OPTION 2

Send a gift directly to the Mara Elephant Project USA, Inc. using your IRA checkbook.

Mara Elephant Project USA
4000 W. 106th Street Suite 125-238
Carmel, IN 46032 USA

PLEASE NOTE

It is important to let us know of your gift because many retirement plan administrators are not obligated to notify a charity regarding your distribution. Contact Claire Bolles at 317-344-2863 or email her to notify Mara Elephant Project USA of your incoming gift.

We are not able to give formal tax advice, and we strongly advise you to have these distributions reviewed by your own qualified financial or tax advisors.

(Date)
(IRA Administrator Name)
(IRA Administrator Address)

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 # **(insert number here)** as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $ **(amount)** payable to Mara Elephant Project USA and mail it to:

Mara Elephant Project USA
4000 W. 106th Street, Suite 125-238
Carmel, IN 46032

The qualified charitable organization's federal tax identification number is 45-3996413.

It is my intention that this transfer qualify during this tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31.

If you have any questions or concerns regarding this request, I can be reached at **(your phone number)** or **(your email address)**.

Thank you for your prompt assistance with this matter.

Sincerely,

(First Name) (Last Name)
(Your Full Mailing Address)