

Houston Public Media

A SERVICE OF THE UNIVERSITY OF HOUSTON



IRA DISTRIBUTION TRANSFER INSTRUCTION FORM

IMPORTANT

1 Please complete this form and forward to your financial advisor

2 Please forward a copy of this form to IRA Charitable Distribution at Houston Public Media Foundation: attention Mary Ann Marucci, fax 713.743-8864 or mmarucci@houstonpublicmedia.org

This information is necessary to ensure proper acknowledgement of your gift for your tax records.

Please use this form as notification of transfer of IRA Distributions listed below from my account to as my gift to the Houston Public Media Foundation.

DONOR'S NAME

ADDRESS

PHONE

EMAIL

NAME OF FINANCIAL ENTITY FUNDS BEING TRANSFERRED FROM

AMOUNT TO BE TRANSFERRED

DATE OF TRANSFER

NAME OF DONOR'S FINANCIAL ADVISOR

PURPOSE OF GIFT (OPTIONAL)

DONOR'S SIGNATURE

DATE

Transfer Instructions for Financial Advisors

For gifts to Houston Public Media, please deliver to: Houston Public Media

Contact: Mary Ann Marucci 713.743.7714

Email: mmarucci@houstonpublicmedia.org

Address: P.O. Box 3626, Houston, TX 77253

Account: Houston Public Media Foundation

Federal Tax ID/EIN: 74-1670740

Acknowledgement of Your Gift

A formal letter acknowledging your gift to Houston Public Media will be sent within 30 days of receipt.

Gifts received by December 31 will be acknowledged by January 31.