



## IRA Contribution

If you have a traditional Individual Retirement Account (IRA), and are of age eligible to make a gift from your IRA to JobTrain, please consider supporting social and economic well-being in our communities and helping to open pathways to quality careers for people of diverse backgrounds throughout the Bay Area.

To complete this transaction please do the following:

1. Fill out and submit the Letter of Instruction below to your Broker
2. Fill out the IRA Donor Acknowledgement form below and email to [rputnam@jobtrainworks.org](mailto:rputnam@jobtrainworks.org).

## Letter of Instruction for Qualified Charitable Distributions

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

RE: Request for Charitable Contribution for IRA Account # \_\_\_\_\_

To Whom it May Concern:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account # \_\_\_\_\_.

Please issue a check in the amount of \$\_\_\_\_\_ payable to JobTrain (Federal Tax Id: 94-1712371). Please include my name and address as the donor in connection with the transfer to ensure JobTrain can properly acknowledge this gift.

The check should be mailed to the following address:

JobTrain  
Attention: Christal Lee, Director of Finance  
1200 O' Brien Drive  
Menlo Park, CA 94025

Phone: 650-330-6429

Fax: 650-330-6401

If you have any questions, please contact JobTrain representative, Reshma Putnam at (650) 330-6436 or [rputnam@jobtrainworks.org](mailto:rputnam@jobtrainworks.org).

If you send notification to JobTrain about the transfer of this gift, please copy me on the correspondence via email at: \_\_\_\_\_ or  
via mail at: \_\_\_\_\_.

If you have any questions or need to contact me, I may be reached at \_\_\_\_\_.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)



## IRA Donation Acknowledgement

Thank you for your gift to JobTrain. Please take a few minutes to complete the below information and return it to JobTrain via email at [rputnam@jobtrainworks.org](mailto:rputnam@jobtrainworks.org) or by mail to:

JobTrain  
Attn: IRA Charitable Donation  
1200 O'Brien Drive  
Menlo Park, CA 94025

This will allow for us to properly acknowledge your gift and provide a tax receipt.

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IRA Custodian

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Check #

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Your Name

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Your Address

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Your Email Address

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Your Tel. #

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Gift Date

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Gift Amount

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Signature