



## **Instructions for Making a Required Minimum Distribution Contribution from Your Individual Retirement Account**

Thank you for your interest in making an Individual Retirement Account (IRA) contribution to the Asian Pacific State Employees Association Foundation (Doing Business As: APSEA Foundation). Instructions for making this type of gift are as follows:

1. Inform your brokerage firm of your decision to make an annual Required Minimum Distribution (RMD) gift to the APSEA Foundation. Your brokerage firm may request the submission of a letter of instruction.
2. For cash distributions, include the following information:
  - Please gift \$\_\_\_\_\_ from my IRA RMD to APSEA Foundation. Checks should be made payable to "Asian Pacific State Employees Association Foundation."
  - Tax ID Number: # 94-3325411

Instruct your brokerage firm to send the check to:  
Asian Pacific State Employees Association Foundation  
PO Box 22188  
Sacramento, CA 95822

3. For stocks or mutual funds, please contact us for instructions and account number information.
4. Please email the APSEA Foundation Fund Development Committee at [info@apseafoundation.org](mailto:info@apseafoundation.org) with subject "ATTN: RMD Contribution" upon directing your RMD gift so that we may monitor our account and provide timely acknowledgment when your gift is received.

Should you have any questions, please email us at [info@apseafoundation.org](mailto:info@apseafoundation.org). Thank you again for your donation. We truly appreciate your generosity.

Sincerely,  
APSEA Foundation  
Fund Development Committee