**Cashing Out a Gift Annuity**

[*Addressed to appropriate office of charity that issued the gift annuity.*]

[*Date*]

[*Name of contact person at charity*]

[*Name of charity*]

[*P.O. Box or Street Address*]

[*City/state/ZIP Code*]

Dear \_\_\_\_\_\_\_\_\_\_:

The undersigned irrevocably assigns and transfers to *[name of charity]* (hereinafter “the Charity”) all of the undersigned’s interest in the Charity’s Gift Annuity No.*[number]*, the terms of which are set forth in the Gift Annuity Agreement made *[date]* between *[name of donor]* and the Charity, in exchange for a lump sum payment of $*[amount]*, which is equal to the present value of future payments, determined as of the date of this assignment.

In making this assignment, the undersigned understands that periodic payments from the Gift Annuity will cease, that a portion of the lump sum payment to be made in lieu of future payments may be taxed as ordinary income (and that another portion may be taxed as capital gain\*), and that the undersigned is responsible for the payment of any taxes arising therefrom.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Name of annuitant*] Date

*\* Include the clause in the parenthesis if appreciated property was contributed and all of the gain has not yet been reported ratably.*