PARETOALPHA

The Year-End Payout Letter

A specimen, for the firm that prepares the Form 990-PF

One page for each client foundation, in the firm's own name. Every figure cited to its line on the filed return, and sealed, so anyone can check it.

Written once. Any rewrite shows.

SPECIMEN · THE FOUNDATION, THE FIRM, THE PEOPLE AND THE FIGURES ARE FICTITIOUS

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THORNBURY LINDQVIST LLP

CERTIFIED PUBLIC ACCOUNTANTS · HARTFORD, CONNECTICUT

November 2, 2026

Ms. Helena Ashcombe
Chair, Board of Directors
The Merridew-Ashcombe Foundation
Greenwich, Connecticut

1 **The answer is the subject line.** The amount and the date, before anyone opens the letter.

Re: The Merridew-Ashcombe Foundation: $1,226,256 to distribute by December 31, 2026

Dear Ms. Ashcombe,

The foundation's Form 990-PF for the year ended December 31, 2025 shows **$1,226,256** of undistributed income. It is to be distributed by **December 31, 2026**. Qualifying distributions paid in the current year count toward it first, so once they reach $1,226,256, nothing more is needed.

2 **Every figure cites its line** on the filed Form 990-PF, so it ties to the workpapers at a glance.

Distributable amount (Part X, line 7)	$8,374,856
Qualifying distributions for the year (Part XI, line 4)	$7,148,600
Undistributed income for the year (Part XII, line 6f)	**$1,226,256**
To be distributed by	**December 31, 2026**

3 **One next step.** The client knows exactly what to send.

Next step: send us the qualifying distributions the foundation has paid so far this year, and we will confirm what remains before December 31, 2026.

4 **Checkable by anyone,** without the firm or us: a sealed record, attached, and one link.

The return's minimum investment return, excise tax and distributable amount were recomputed independently from the copy the IRS published, and each agrees with the return as filed. The sealed record is attached as a PDF; anyone can check it at **paretoalphasystems.com/verify/<the foundation's seal>**. If you would like this record kept each year, tell Thornbury Lindqvist LLP.

With best regards,

Daniel R. Thornbury, CPA
Partner
Thornbury Lindqvist LLP