

Sample Request from IRA Owner to IRA Administrator
for Qualified Charitable Distribution from IRA

[Date]

TO: [IRA Administrator]
[Address]
[City, State, ZIP Code]

RE: Request for Charitable Distribution from Individual Retirement Account
Account # _____

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above, as provided by Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$_____ [not to exceed \$100,000] payable to St. Lawrence University, a New York nonprofit corporation, or its successor, Federal Tax Identification Number: 15-0532239. Please mail the check directly to this organization at the following address:

St. Lawrence University
Office of Planned Gifts
23 Romoda Drive
Canton, NY 13617

In your transmittal to St. Lawrence University, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion from taxable income during the 20__ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20__.

If you have any questions or need to contact me, I can be reached at [telephone].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]
[Plan Owner Address]