**Request for Charitable Distribution from IRA from Plan Administrator**

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

Name of Plan Administrator

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

Address of Plan Administrator

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

City, State and Zip Code

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

Date

RE: Request for Charitable Distribution from Individual Retirement Account

Dear IRA Plan Administrator:

Please accept this letter as my request to make a direct charitable distribution (charitable IRA rollover) from my Individual Retirement Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as provided by Section 501(d)(8) of the Internal Revenue Code*.*

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to “Emory University” and mail to:

Emory University

Office of Gift Planning

1762 Clifton Road, Suite 1150

Atlanta, Georgia 30322

Attention: Lisa R. Smith

In your transmittal to the charity, please include 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 during the \_\_\_\_\_\_\_\_\_\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, \_\_\_\_\_\_\_\_\_\_.

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

Thank you for your assistance in this matter.

Sincerely,

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

Print and Sign Name