

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