
Date

Administrator Name

Address

City, State Zip

RE: Request for a Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request and authorization for you to make a qualified charitable distribution from my Individual Retirement Account # _____ as provided by Sec. 408(d)(8) of the Internal Revenue Code. Please issue a check in the amount of \$ _____ payable to "Nazareth University" and send the check to:

Nazareth University Advancement, 4245 East Ave., Rochester NY 14618

In your transmittal to Nazareth University, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. For your reference, the federal tax identification number for Nazareth University is 16-0743088.

It is my intention that this transfer qualify for exclusion from income during this tax year. Therefore, it is imperative this distribution be completed no later than December 31.

Thank you for your prompt assistance with this gift. If you have any questions please call me.

Sincerely,

Signature of IRA Owner

IRA Owner Name: _____

Address: _____

Telephone Number: _____