

Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account #_____, as provided by the Protecting Americans from Tax Hikes Act of 2015. Please issue a check in the amount of \$_____ [not to exceed \$100,000] payable to Southern Nazarene University, and mail it to:

Southern Nazarene University
Attn. Office of University Relations
6729 NW 39th Expressway
Bethany, OK 73008

SNU's tax identification number is 73-0587210.

In your transmittal to SNU, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal. It is my intention to have this transfer qualify for the 20__ that this distribution be postmarked no later than December 31, 20__ tax year. Therefore, it is imperative. If you have any questions or need to contact me, I can be reached at telephone number or email address]_____. [provide your Thank you for your assistance in this matter.

Sincerely,

Your Name

Your Address