



WILLIAM JESSUP
UNIVERSITY

Date

Plan Administrator

Attention

Address

City, State, Zip

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 PATH Act of 2015 .

Please issue a check in the amount of \$ _____ payable to the organization at the address below whose tax identification number is _____:

Charity Name
Attn: Charity Contact
Address
City, ST Zip

In your transmittal to the charity, please indicate 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 tax exclusion during the 2017 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2017.

If you have any questions or need to contact me I can be reached at (____)-____-____.

Thank you for your assistance in this matter.

Sincerely,

Signature of Plan Owner

Print Name

Address

City, State & Zip

