

IRA Plan Trustee/Administrator Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RE:** Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

As provided by Section 1201 of the Pension Protection Act of 2006, as extended by provisions of the Emergency Economic Stabilization Act of 2008, and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended, please accept this letter as my direction to make a direct charitable distribution from my Individual Retirement Account as follows:

Account Number: \_\_\_\_\_

Distribution Amount: \$ \_\_\_\_\_

Issue and Mail To: The Pennsylvania State University  
Office of Gift Planning  
214 103 Building  
University Park, PA 16802  
Attention: Jeanne M. Sallade

***In your transmittal to Penn State or as a notation on your check, please include my name and address as the donor of record in connection with this transfer and copy me on your transmittal.***

Please process this request as soon as possible. It is my intention to have this transfer qualify for exclusion during 2009. Therefore, it is imperative that this distribution be received by the University before December 31, 2009.

Thank you for your assistance in this matter. Sincerely,

Donor's Signature \_\_\_\_\_  
Signature Date

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_