

[Date]

[IRA Custodian Address]

RE: Request for Charitable Distribution from Individual Retirement Account

Dear \_\_\_\_\_:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account number [ *Account Number* ] to the Florida State University Foundation.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to the Florida State University Foundation at the following address or wire per instructions below:

**FSU Foundation, Inc.**  
325 W College Ave  
Tallahassee, FL 32301-1403

In your transmittal documents to The Florida State University Foundation, please include my name and address as the donor of record in connection with this transfer, as well as a notation that this is an IRA rollover/contribution. It is also my intention to have this transfer qualify during the 2018 tax year. **Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, 2019.**

If wire/ACH, please provide the following details FSU Foundation @ [achamberlynn@foundation.fsu.edu](mailto:achamberlynn@foundation.fsu.edu) or [jhoover@foundation.fsu.edu](mailto:jhoover@foundation.fsu.edu). Once provided, an encrypted response will be sent with FSU Foundation account information for receipt.

Expected Deposit Date	
Payer	
Amount of Payment(s)	
Foundation Fund	
Email of contact to receive ACH/wire info	

The tax identification number of The Florida State University Foundation is 59-6152180.

If you have any questions regarding this request, please contact me at the following phone number (850) 644-0753.

Thank you for your attention to this request.

cc: *Office of Gift & Estate Planning, FSU Foundation, 325 W. College Avenue, Tallahassee, FL 32301-1403*