

Sample Letter from Donor to Plan Provider

Today's Date:

Name:

Address, City, State, Zip Code:

RE: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam,

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account.

Account Number: _____

Please issue a distribution in the amount of \$_____ payable to the Corban University.

Mail Instructions

Corban University
5000 Deer Park Drive SE
Salem, OR 97317

Security Transfer Instructions

- Brokerage Firm: Vanguard Brokerage Services
- DTC Number: 0062
- For Credit To: Corban University
- Taxpayer Identification Number: 94-1312349
- Account Number: 85743053

Wire Instructions

US Bank
Commercial Customer Service – Portland
PD-OR-P4CS
555 SW Oak Street Ste 400
Portland, OR 97304
ABA #: 123000220
Corban University Acct. #: 169702066377

In your transmittal to Corban University, please list me as donor, and my address of record, and copy me on your transmittal. It is my intention to have this transfer qualify during the 20 tax year. Therefore, it is imperative that this distribution be received by Corban if transmitted by wire or electronic transfer not later than December 31, 20 or be postmarked no later than December 31, 20 .

If you have any questions regarding this request, contact me at (telephone and e-mail address).

Thank you for your prompt attention.

Sincerely,