

[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.
2010 Levy Ave., Building B, Ste. 300
P. O. Box 3062739
Tallahassee, FL 32306-2739

Sun Trust Bank, Tallahassee, FL
OR ABA # 061000104
Florida State University Foundation
Acct, # 6778-778051-373

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

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. Please include my designated fund name

[_____ *Fund Name* _____]

on the comment line of the check. Please copy me on your transmittal.

It is also my intention to have this transfer qualify during the 2016 tax year. **Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, 2016.**

If you have any questions regarding this request, please contact me at the following phone number (*insert your phone number*).

Thank you for your attention to this request.

Sincerely,

cc: *Office of Gift Planning, FSU Foundation, 2010 Levy Ave. Bldg. B, Ste. 300, PO Box 3062739, Tallahassee FL 32306*