To: IRA Plan Administrator

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account #_____.
This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of $_____payable to Graceland University and send to the following address:

Development Office
Graceland University
1 University Place
Lamoni, IA 50140

Graceland University is a qualified charitable recipient whose tax ID number is: 42-0707114. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20____ tax year.

Important:
In your transmittal to Graceland University, please communicate my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at_____
_____.

Thank you for your assistance in this matter. Sincerely,

_____

Print Name *Signature*

Graceland
UNIVERSITY | 1895