

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by the PATH Act – (Protecting Americans from Tax Hikes Act) of 2015.

Please issue a check in the amount of \$ _____ payable to Valparaiso University at the address below:

**Valparaiso University
Office of Advancement
1100 Campus Drive South
Valparaiso, IN 46383**

Valparaiso University TIN: 35- 0868125

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

It is my intention to have this transfer qualify for exclusion during the 2018 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2018.

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

Thank you for your assistance in this matter.

Sincerely,

(Plan Owner)