

**Instructions: Complete and submit this form to your IRA Plan Trustee/Administrator.**

IRA Plan Trustee/Administrator Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**RE: Request for Charitable Distribution from Individual Retirement Account**

Dear Sir or Madam:

As permitted by the recently-enacted Military Construction and Veterans Affairs and Related Agencies Appropriations Act of 2015, and those Sections of the Internal Revenue Code of 1986, as amended, which specifically relate to the extension of tax-free distributions from individual retirement plans for charitable purposes, please accept this letter as my direction to make a direct charitable distribution from my Individual Retirement Account as follows:

Account Number: \_\_\_\_\_

Distribution Amount: \$ \_\_\_\_\_

Issue and Mail To: **The Pennsylvania State University -Taxpayer ID 24-6000376**  
Office of Gift Planning  
214 103 Building  
University Park, PA 16802  
Attention: Jeanne M. Sallade

***In your transmittal to Penn State or as a notation on your check, please include my name and address as the donor of record in connection with this transfer and copy me on your transmittal.***

Thank you for your assistance in this matter. Sincerely,

Donor's Signature \_\_\_\_\_  
Signature Date

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_