**IRA Distribution Request**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRA administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City, State ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as authorized under section 408(d)(8) of the Internal Revenue Code (IRC).

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_, payable to **Rensselaer Polytechnic Institute** (federal tax identification number **14-1340095**)and mail it to:

Rensselaer Polytechnic Institute

Gifts Processing Center

Attn: Drew Babitts, Gift Planning Office   
P.O. Box 3164

Boston, MA 02241-3164

In your transmittal to Rensselaer, please include my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention that this gift comply with IRC 408(d)(8). It is also my intention to have this transfer qualify during the \_\_\_\_\_\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, \_\_\_\_\_.

I would like to designate this gift for:

□ Annual Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions or concerns regarding this request, I can be reached at

phone: \_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your prompt attention to this matter.

Sincerely,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_