

SAMPLE LETTER OF INSTRUCTION TO YOUR IRA CUSTODIAN
OR
SAMPLE DRAFT OF EMAIL TO YOUR IRA CUSTODIAN

[date]

[company and address]

RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

I wish to make a direct charitable distribution from my Individual Retirement Account # (_____) as provided by The Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010.

Please issue a check in the amount of \$_____ payable to the name of Stetson University College of Law, federal ID #59-0624416 at the following address:

Attn: College Relations Office
Stetson University College of Law
1401 61st Street South
Gulfport, FL 33707

The qualified charitable distribution can also be made by wire transfer. If distribution will be by wire transfer, please include the following: Please wire funds in the amount of \$_____ payable to Stetson University College of Law as indicated below:

Account Name: College of Law Stetson University, Inc.

Account No.: 85804603

DTC #: 0725

Broker and Brokerage Firm: Mr. D. Kirk Gunby IV

Raymond James Financial Services

142 East New York Avenue

DeLand, Florida 32724

Phone: 386-736-6880

Fax: 386-736-9633

Email: kirk.gunby@raymondjames.com

Reference Name or Payment Details: Donor's Name and Charitable IRA Rollover

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

OPTIONAL (Only include if you are making a transfer for 2010) It is my intention to make certain that this transfer qualifies for exclusion during the 2010 tax year. Therefore, it is imperative this distribution be received no later than January 31, 2011.

Thank you for your assistance in this matter.

Sincerely,

[your name]

[your name, address, and telephone number]

cc: Assistant Director for Alumni Relations
College Relations Office
Stetson University College of Law
1401 61st Street South
Gulfport, FL 33707
cstoutam@law.stetson.edu