

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 #
(_____).

Please issue a check in the amount of \$_____ payable to the name of Stetson University
College of Law, federal ID #590624416 at the following address:

Attn: Development and Alumni 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
632 N Woodland Blvd,
DeLand, FL 32720
Phone: 3867366880
Fax: 3867369633
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.

Thank you for your assistance in this matter.

Sincerely,

[your name] [your name, address, and telephone number]

cc: Development and Alumni Relations Office Stetson University College of Law 1401 61st Street
South Gulfport, FL 33707 jcaramello@law.stetson.edu