

Sample Request from Donor to IRA Plan Administrator

Date: _____

To: _____

Dear _____:

I request that you make a direct charitable distribution from my Individual Retirement Account number _____ to the Prairie View A&M Foundation. It's my understanding that a charitable distribution is allowed by Title II, Section 208 of H.R. 8 – the Taxpayer Relief Act of 2012 (or "ATRA") and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____
Payable to the Prairie View A&M Foundation at the following address:

Prairie View A&M Foundation
6436 Fannin Street
Room 112
Houston, TX 77030

The tax identification number of the Prairie View A&M Foundation is 38-3798900

In your transmittal documents to the Prairie View A&M Foundation, please include my name and address as the donor of record. Please copy me on your transmittal.

It is my intention to have this distribution qualify for exclusion as allowed by H.R. 8 – the Taxpayer Relief Act of 2012 (or "ATRA") for the 2013 tax year. Therefore, this distribution must be postmarked no later than December 31, 2013.

If you have any questions regarding this request, please contact me at the following phone number _____.

Thank you for your attention to this request.

Sincerely,

(Please type name on line and sign name above)

(Address: street, city, state, zip)

Please return this form to your IRA Plan Administrator.
Do not send this form to the Prairie View A&M Foundation.

*Please note that some Plan Administrators may require a Notary Public Signature or a Medallion Signature Guarantee