

\_\_\_\_\_, 2018

IRA Administrator Name  
IRA Administrator Address

To Whom It May Concern:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ payable to Boston University and mail it to the following address:

Trustees of Boston University  
Attn: Sachin Agarwal (Director of Gifts & Records)  
Development & Alumni Relations  
595 Commonwealth Avenue Suite 700 West  
Boston, MA 02215

Boston University's tax identification number is 04-210-3547.

In your transmittal to Boston University, please include my name and address as the donor of record in connection with this distribution, and indicate that this distribution is for the benefit of: [Boston University School and Purpose].

It is my intention that this distribution qualify for exclusion from my taxable income during the 2018 tax year. Therefore, it is imperative that this distribution be delivered to Boston University no later than December 31, 2018.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,