

_____, 2020

IRA Administrator Name
IRA Administrator Address

To Whom It May Concern:

Please accept this letter as my request to make a qualified 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.

- 1) Please issue a check in the amount of \$ _____ payable to Trustees of Boston University.
- 2) On the check, please include my name and address as the donor of record in connection with this distribution, and indicate that this distribution is to be used for:

[School/College and designated purpose] _____.

- 3) Please mail the check to the following address:

Attn: Judie Norris, Associate Director of Gifts & Records
Boston University Development & Alumni Relations
595 Commonwealth Avenue, Suite 700, West Entrance
Boston, MA 02215

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

It is my intention that this distribution qualify for exclusion from my taxable income during the 2020 tax year. Therefore, it is imperative that this distribution be delivered to Boston University no later than December 31, 2020.

If you have any questions or need to contact me, I can be reached at *[Phone number]* _____.

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

Sincerely,

[Name] _____