Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I request that you make a direct charitable distribution from my Individual Retirement Account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Sterling College.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to **Sterling College** at the following address:

Sterling College

Institutional Advancement Office

125 W. Cooper Ave.

Sterling, KS 67579

The tax identification number of Sterling College is: 48-0543728.

In your transmittal documents to Sterling College 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. 5771, the Tax Increase Prevention Act of 2014, which is legislation that extends the special IRA rollover incentive for gifts completed in 2014. Therefore, this distribution must be postmarked no later than December 31, 2014.

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 Sterling College.

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