



Saint John's
**School of Theology
and Seminary**

Date: _____

Administrator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by The American Taxpayer Relief Act.

Please issue a check in the amount of \$ _____ payable to Saint John's University Graduate School of Theology and Seminary. It is my intention that this transfer qualify for exclusion during the current tax year. This gift is to be designated to the _____ fund and should be sent to the following address:

Attention: Grace Ellens
Director of Development
P.O. Box 5866
Saint John's University
Collegeville, MN 56321

The Federal Identification Number (FEIN) for Saint John's University is: **45-3656162**

In your transmittal to the University, **please indicate my name as the donor** of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at (telephone #) _____ . Thank you for your assistance in this matter.

Sincerely,

Donor Name (Plan Owner)

cc: Grace Ellens