

Sample Request for your IRA Plan Administrator

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
Director of Planned Giving
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.

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