

MEMORANDUM

To: IRA Plan Provider:
Name _____
Attention _____
Address _____
City, State, Zip _____

From: Name _____
Address _____
City, State, Zip _____

IRA Account#: _____

**Re: Request for Direct Charitable Distribution from
Individual Retirement Account**

Please accept this memorandum as my request to make a direct charitable contribution from my Individual Retirement Account.

Please issue a check in the amount of \$_____ payable to Canisius College (Tax ID number 16-074-3942) at the following address:

Planned Giving Office
Canisius College
2001 Main Street GM201
Buffalo, NY 14208

In your transmittal to Canisius College, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your correspondence.

If you have any questions or concerns regarding this request, I can be reached at

_____.

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

Signature

Date