[Name of IRA Administrator]

[IRA Administrator Address]

Re: Letter to Custodian of IRA account to authorize a direct rollover distribution to St. Olaf College

Please make a direct distribution from my Individual Retirement Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to:

St. Olaf College

1520 St. Olaf Avenue

Northfield, MN 55057 **Fed Tax ID**: 41-0693979

Note:  The Charitable IRA Rollover provision allowing an individual age 70 1/2 or more to make a tax-free direct transfer of IRA assets (up to $100,000) to a 501 C-3 qualified charitable organization was reinstated in mid-December 2015 and was made permanent for 2016 and beyond.

Please issue a check from the IRA account referred to above in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to *St. Olaf College* and send that check directly to the following address:

St. Olaf College

Attn: Mark Gelle, Assistant Vice President & Chief Investment Officer

1520 St. Olaf Avenue

Northfield, MN 55057

Please identify me as the IRA account holder and include my name and address on the distribution check and in the cover letter to St. Olaf College.

I intend that this transfer to St. Olaf College will be complete for Federal income tax purposes before December 31, 20\_\_\_. Please contact me immediately if you have questions, need more information or if there are any additional procedures I must follow to enable you to carry out my directions.

Thank you for your prompt attention to this matter.

Sincerely,

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name