



**Thank you for helping our students at The W through a  
Qualified Charitable Distribution from your Individual Retirement Account!**

The attached letters will help you make a transfer directly from your IRA.

Page 1.        “From Plan Owner to IRA Administrator”  
Please complete the underlined portions of the attached letter and send it to  
your IRA Plan Administrator to initiate the transfer.

Page 2.        “From Donor to The MUW Foundation”  
Upon initiating the transfer, please complete the underlined portions from the  
attached letter and send (as addressed) to:

Andrea Nester Stevens, Executive Director  
MUW Foundation  
1100 College Street, MUW-1618  
Columbus, MS 39701

For assistance, please contact Andrea Nester Stevens at [anstevens@muw.edu](mailto:anstevens@muw.edu) or (662) 329-7146.

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**For more information on how IRA Qualified Charitable Distributions and other tax-  
advantaged ways to give can further your philanthropic and financial goals,  
please send an email to:**

**[longblueline@muw.edu](mailto:longblueline@muw.edu)**

FROM PLAN OWNER TO IRA ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IRA PLAN ADMINISTRATOR

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

**RE: Request for Qualified Charitable Distribution from Individual Retirement Account**

Dear Sir or Madam:

Please accept this letter as my request to make a direct Qualified Charitable Distribution from my Individual Retirement Account # \_\_\_\_\_ pursuant to Sec. 408(d)(8) of the Internal Revenue Code of 1986 as amended. I am 70 ½ years old or older.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to:

**MUW Foundation (FEIN 23-7050717)**

And mail it as soon as possible, to arrive no later than 31 December 2025, to:

**Andrea Nester Stevens, Executive Director  
MUW Foundation  
1100 College Street, MUW-1618  
Columbus, MS 39701**

In your communication to the MUW Foundation, please include my name and address as listed below as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have any questions, please contact Andrea Nester Stevens at (662) 329-7146 or anstevens@muw.edu.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
PRINTED PLAN OWNER NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER(S)

FROM DONOR TO THE MUW FOUNDATION

\_\_\_\_\_  
DATE

Andrea Nester Stevens, Executive Director  
MUW Foundation  
1100 College Street, MUW-1618  
Columbus, MS 39701

Dear Mrs. Stevens:

It is my pleasure to inform you that I have requested a Qualified Charitable Distribution from my Individual Retirement Account payable to the MUW Foundation in the amount of \$ \_\_\_\_\_ from my plan trustee/administrator,

\_\_\_\_\_  
(NAME OF PLAN TRUSTEE/ADMINISTRATOR)

It is my intent to comply with Sec. 408(d)(8) of the Internal Revenue Code of 1986 as amended in connection with this gift. Accordingly, upon your receipt of payment from my trustee/ administrator, please send me a written acknowledgement that states the amount of my gift, that no goods or services were transferred to me by your organization in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization, nor will it fund a life income agreement.

I intend that this gift be designated for:

The W Fund       Shattuck Hall "A Home for the Future" Campaign  
 MUW Scholarship Fund     Owls Fund Club     Other: \_\_\_\_\_

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
PRINTED PLAN OWNER NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER(S)

\_\_\_\_\_  
EMAIL ADDRESS / FACSIMILE NUMBER