

**IRA GIFT INSTRUCTIONS
BRIAR CLIFF UNIVERSITY**

DATE: _____

TO: _____
(Name of IRA Account Administrator)

ADDRESS: _____

Please accept this letter as my request to make a qualified charitable distribution from my individual Retirement Account# _____.

Please transfer funds, or issue a check in the amount of \$_____ payable to Briar Cliff University.

Please transfer the following securities to Briar Cliff University:

In your transmittal to Briar Cliff, please include my name and address as the donor of record and indicate the transfer is being made from my IRA account. Please copy me on your transmittal.

It is important to notify Briar Cliff University Relations office at (712) 279-5300.

Listed below are the following DTC instructions if transferring securities:

DTC Delivery

[Corporate Bonds, Equities, Municipal Bonds (both registered and bearer)]

Participant/Custodian: 2803 U.S. Bank N.A.
Institution: 62477 Liberty National Bank
Agent: 26645 U.S. Bank Trade Services
Interested Party: N/A
Agent Internal Number: 19-SG015
FBO 01-1250 Briar Cliff University

Listed below are the instructions for cash transfers:

CASH

Wire funds to:

US Bank, N.A.
ABA # 091000022
Acct # 173103781832
A/C: ITC South & East Depository Account
60 Livingston Ave, St. Paul MN 55107-2292
FFC: 19-SG015
Liberty National Bank
Attn: Ann Smith
FBO 01-1250 Briar Cliff University

IRA GIFT INSTRUCTIONS
BRIAR CLIFF UNIVERSITY

Or send check to:

Briar Cliff University
Attn: Office of University Relations
3303 Rebecca Street
Sioux City, IA 51104

Briar Cliff's tax identification number (EIN) is 42-0707124.

If you have any questions or need to contact me, I can be reached at the following phone number:

_____.

Thank you for your assistance with this matter.

Sincerely,

(Signature)

(Please print name)

DONOR INSTRUCTIONS

To be able to anticipate receipt of your gift and designate it to the purpose you choose, please send a copy of this form to:

Briar Cliff University
University Relations Department
3303 Rebecca St
Sioux City, IA 51104

I intend my gift to be for the following purpose:

_____ Endowed Scholarship
_____ Capital Project
_____ Area of Greatest Need

(If other, please specify purpose : _____)

Thank you.