

Sample Request Letter from IRA Account Owner (Donor) to Donor's IRA Administrator for Charitable Distribution from Donor's IRA to CET.

[Date of Letter]

[Administrator Contact Name and address]

RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by The Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$_____ payable to the Greater Cincinnati Television Educational Foundation ("CET") (Federal Tax Identification #31-0560051), and forward the check directly to the address below:

Sue Ellen Stuebing
V.P. & Chief Development Officer
CET
1223 Central Parkway
Cincinnati, OH 45214

Or, you may directly deposit the amount of \$_____ into the CET Membership account:

Merrill Lynch Wealth Management
312 Walnut Street, Suite 2425
Cincinnati OH 45202-4170

DTC Number: 5198

Account Number: 7LS – 02031

Account Name: Greater Cincinnati Television Educational Foundation

Brokerage Contact Information:

Kim Wissemeier	Telephone: (513) 562-2109
Annette DiTommaso	Telephone: (513) 562-2156
Toll Free: 1-877-540-3669	Fax: (513) 322-4150

In your transmittal to CET, please recognize my name and address as the donor of record in connection with this transfer. Please also copy me on your transmittal communication. It is my intention to have this transfer qualify for income tax exclusion during the 2016 tax year; therefore, this distribution must be postmarked no later than December 30, 2016.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your name, address, and telephone number]

cc: Sue Ellen Stuebing
V.P. & Chief Development Officer