

1. SAMPLE LETTER TO IRA PLAN ADMINISTRATOR

Donor Name
Donor Address
City, State, Zip

[Date] _____

_____ [Name of IRA Trustee or Administrator]
_____ [Address]
_____ [City, State, Zip]

Re: Request for Qualified Charitable Distribution to Pomona College from my Individual Retirement Account (IRA)
Account #: _____
Registered Name on Account: _____

Dear Plan Administrator,

This letter will serve as my formal authorization and instruction for you to process a qualified charitable distribution from my Individual Retirement Account number, _____ [insert account number], to Pomona College (Federal Tax Identification Number 95-1664112) as provided by Section 205 of the Emergency Economic Stabilization Act of 2008 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Choose appropriate instruction:

1. Please issue a check in the amount of \$ _____, payable to Pomona College and send directly to the address below:

Pomona College
Gift Processing
333 North College Way
Claremont, CA 91711
Attn: IRA Charitable Rollover Gift
Phone: 888-736-9425 or 800-761-9899

2. Please initiate a federal wire transfer of cash in the amount of \$ _____, according to the following fed wire transfer instructions:

Bank of America
Concord, CA
ABA# 026 009 593
Account Number: 02053-00295
Account Name: Pomona College
Reference: _____ [insert donor name/purpose, if applicable]

Bank of America representative and contact information:
Emilia C. Walker, 213-621-7149

3. Please initiate an electronic transfer of the itemized securities listed below, according to the following DTC transfer instructions:

| Shares/Quantity | Description of Security |
|-----------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

DTC Instructions to Pomona College:

Northern Trust Company

DTC #2669

Account Number: 26-82285

Account Name: Pomona College

Reference: _____ [insert donor name/purpose, if applicable]

Northern Trust Company representative and contact information:

Brian Villani, 312-444-7228

In your transmittal to Pomona College, please clearly reference my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention that this transfer qualify as a qualified charitable distribution during the **2009** tax year. Therefore, it is imperative that this qualified charitable distribution to Pomona College be postmarked or processed **no later than December 31, 2009**.

If you have any questions or need to contact me, I can be reached at _____
_____ [insert telephone number].

Thank you for your assistance.

Sincerely,

Donor's Name