LUTHERAN HOUR MINISTRIES

Directions for Requesting a Charitable Rollover from Your Individual Retirement Account

1. Fill out the form titled "RE: Request for Charitable Rollover from Individual Retirement Account."
2. Make two copies of the form.
3. Send the original copy to your IRA Plan Trustee/Administrator, keep a copy for your records, and send the third copy to Lutheran Hour Ministries, 660 Mason Ridge Center Drive, St. Louis, MO 63141.
4. Once LHM has received your gift from your plan trustee/administrator, we will call you and then also provide you with a written acknowledgement that your gift qualifies as a qualified charitable rollover from your IRA under section 408(d)(8)(A) of the Internal Revenue Codes.

If you have any questions, please contact the LHM Ministry Advancement Staff at 1-877-333-1963. You are also always encouraged to consult your own financial or legal advisor.

Date:____________________________

Your Name: ____

Address:____

City, State, Zip:____

Telephone Number:____

Plan Trustee/Administrator Name:____

Address:___________________________ City, State, Zip:____________________________

RE: Request for Charitable Rollover from Individual Retirement Account

Dear Sir or Madam,

It is my/our intention to make a gift to Lutheran Hour Ministries.

Please accept this letter as my request to make a charitable rollover from my Individual Retirement Account # ___________ as provided by Division C of the Tax Extenders and Alternative Minimum Tax Relief Act of 2008 and Sec. 408(d)(8)(A) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $_________ payable to Lutheran Hour Ministries at the address below:

Lutheran Hour Ministries
Attn: Gift Planning Department
660 Mason Ridge Center Dr.
St. Louis, MO 63141

In your transmittal to Lutheran Hour Ministries, please list my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. It is my intention to have this rollover qualify for exclusion during the 2009 tax year. Therefore, it is imperative this rollover must be postmarked no later than December 31, 2009. If you have any questions or need to contact me, I can be reached at the phone number listed above. Thank you for your assistance in this matter.

Sincerely,

____

(Plan Owner Signature)