



## Car Donation Check List

Use this checklist to prepare for your vehicle pick up:

- Remove all personal belongings from the vehicle. Items frequently left in vehicles include: garage door opener, I.D. badges from place of employment, CDs from CD player, etc.
- Prepare the vehicle's title donation:
  - **Please, if you need help with any of the instructions call Wrench It Forward - (806)-701-4568. Thank you!**
  - Sign and print your name on the title as the seller, exactly as your name appears on the title. If two people are listed on the title, both need to print their names and sign.
  - List Wrench It Forward as the buyer on the title.
  - **Please note: Fill in only the buyer and seller fields.** The Department of Motor Vehicles is very strict about titles. They will not accept titles that contain errors or have information scratched out.
  - Copy or scan both sides of the signed title for your records.
  - In the state of Texas we fill out form: 14-317 **Affidavit of Motor Vehicle Gift Transfer**
  - Fill out Vehicle Information
  - Check the box that says: **Qualified nonprofit IRC Section 501(c)(3) donor or recipient**
  - Fill out the **Donor Certification** as it appears on your vehicle title.
  - Get form 14-317 **Notarized**
  - Wrench It Forward qualified personnel will fill out **Recipient Certification**.
  - Wrench It Forward is responsible for getting **Recipient Certification** notarized and file paperwork at Department of Motor Vehicles for title transfer.
  - Generally, state charity officials recommend that the donor take responsibility for transfer of title to ensure termination of liability for the vehicle.
- If needed, obtain the vehicle's lien release. A lien release is needed if there was financing involved in the donor's purchase of the car. Due to title transfer regulations, WIF needs both the title and the lien release of these vehicles before we can take ownership of the car.
- Remove license plates and return them to the Department of Motor Vehicles before canceling the insurance to release your liability of vehicle.
- When these steps are complete Wrench It Forward will schedule a time to pick up vehicle.

Resources provided by, Publication 4302, the IRS a Charity's Guide to Vehicle Donations and Publication 4303, the IRS, a Charity's Guide to Vehicle Donations.