



Step by Step Instructions

How to Donate Your Used Vehicle

- Donor contacts Lakes Free Church office 651-257-2677 about donating a vehicle. Office passes contact information to a representative of our Lakes Free Car Care Ministry team. The representative of the Car Care Ministry team will call donor to make an appointment to observe vehicle either at the church or at donors home if within 30 miles of the church.
- Representative meets with donor to perform physical inspection of vehicle. Decision is made to proceed or not, depending on condition/age/type of vehicle in addition to appropriateness for family use. If initial assessment by designated person determines the vehicle is not suitable for family use, the donor has the option of keeping the vehicle or give written permission to the Lakes Free who may want to sell it through an authorized licensed dealer or wholesaler. Proceeds from sale are utilized in vehicle repairs and operational expenses. If a vehicle's value exceeds \$5,000, please contact Stefanie at 320-396-2849 prior to proceeding with donation. There is special IRS form and appraisal that needs to occur prior to donor donating the vehicle.
- Lakes Free representative will give initial form (Form #1) to donor, and ask the donor to fill out the left-hand side of the title, and takes lien waiver(s) and title. Form #1 must be sent to CIF main office, along with copy of title and lien waivers to start file.
- Lakes Free representative gives VIN # and date of donation to the CIF Dealer/Director. CIF Dealer Representative transfers the title via electronic means within two days of acquisition of the vehicle. The receipt from the DMV transfer is printed and saved, as it is the only record of the transaction that can be obtained.
- Within 30 days of either the donation or the sale of the vehicle, ***the CIF Dealer/Director will send a formal donation form to the donor***, along with a copy of the IRS forms. The IRS forms are then completed and submitted to IRS. (Use Form #2a if the vehicle is not sold, and Form #2b if the vehicle is sold.)

(DMV transfer receipt is added to the file, along with copies of the donor letter and IRS forms)

- At this point contact is made with Chisago County Human Services to inform them of availability of vehicle. County implements in-house screening process for applicants. May have eligible family already waiting.
- Family accepts vehicle and the recipient form (Form #3) is filled out. (See attached) Pictures, articles submitted if permission granted. Upon completion designated person transports them to DMV to immediately transfer title to them.