

# Vehicle Donation Policy and Procedures

Catholic Charities of Central and Northern Missouri (CCCNMO)

Refugee Services

## Vehicle Condition

All vehicles donated through CCCNMO must have passed a Missouri inspection within the last 6 months, be drivable, and have no known major safety concerns.

## Vehicle Donation to Clients

### Specific Client Donations

If a donor wishes to donate a vehicle that meets the above specifications to a specific client or family, the client must first meet the following eligibility criteria.

In the case that the client qualifies to receive a vehicle donation through CCCNMO, the donor must specify the client's name (first, last) at the time of donation.

### Client Eligibility

A client is eligible to receive a designated vehicle donation if they meet all the following criteria:

1. Current CCCNMO client within five years of arrival
2. Record of active participation in services provided by CCCNMO
3. Has not received sanctions for any services provided by CCCNMO
4. Requires transportation assistance to enhance client/family self-sufficiency

In addition, the client must meet one of the following requirements:

1. Enrolled in CCCNMO driver's ed or self-study program as verified by the Adult Education Supervisor
2. Possess a US driver's permit
3. Possess a US driver's license or can legally drive in the United States

### Client Consent

To receive the vehicle donation, the client must be made aware of the financial and upkeep obligations of owning a vehicle in the United States prior to the donation and agree to take on the responsibilities of the vehicle.

### Value of the Vehicle

To provide equity among our clients, CCCNMO will accept donations of used vehicles for clients up to a \$10,000 value. There is no limit on the value of a vehicle donated and intended for CCCNMO agency use. Value will be determined by donor assessment and the Kelly Blue Book value.

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## Vehicle Donation to Agency

If a donor wishes to donate a vehicle to CCCNMO Refugee Services agency use, the Associate Director will coordinate the title transfer and logistics. There is no limit to the value of a vehicle donated for agency use.

### Title Transfer

If a donor wishes to donate the vehicle through CCCNMO as a registered 501(c)(3), the title must be transferred to CCCNMO and not directly to a client. After the title is transferred to Catholic Charities, CCCNMO will transfer the title to the receiving client.

## Vehicle Donation Procedure

### Donor Owned Donation

1. Title is transferred from donor to Catholic Charities of Central and Northern Missouri
- 2.

### Additional Paperwork


The following forms must be completed at the time of donation and reception:

- In-kind Donation Form
- 1098-C Form
- Acknowledgement of Vehicle Financial Responsibility Form
- Title
- Donation receipt

## Gifting Your Vehicle

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**You must provide the following to the new vehicle owner:**

1. Properly assigned [Certificate of Title \(see instructions\)](#) with the word "GIFT" placed in the sale price area (Do not use a sale price of \$1);
2. A [safety inspection](#) certificate, less than 60 days old;
3. An [emissions inspection](#) not more than 60 days old, if the recipient resides in St. Louis City or Franklin, Jefferson, St. Charles, or St. Louis County; and
4. [General Affidavit \(Form 768\)](#)  or a written statement indicating the vehicle was given as a gift.  
**NOTE:** The [General Affidavit](#) or statement does not have to be notarized.
5. [Lien Release \(Form 4809\)](#), notarized, if applicable.

You must also **report the gift** (transfer) to the Department of Revenue within 30 days by submitting a [Notice of Sale \(Form 5049\)](#)  or [Bill of Sale \(Form 1957\)](#)  form.

**The new vehicle owner:**

1. Must submit the completed General Affidavit (above) with the other required [title and registration](#) documents;
2. Will not pay state or local tax on a gift transaction; and
3. Cannot use or transfer the license plates that were on the vehicle at the time it was gifted (if applicable).

**NOTE:** A vehicle cannot be gifted two times in a row.