



Vehicle Donation Process

- AMBUCS Car Donation Program accepts **ALL** Cars, Trucks, Motor Cycles, RV's, regardless of the age or condition of the vehicles. As a rule of thumb, if there is a vehicle title, we can accept the donation. Towing is **FREE** to the donor.
- All vehicles that are donated to our program **MUST** have a clean title.
- Donors wanting to donate their vehicle will call our toll free line at 1-877-3AMBUCS (1-877-326-2827), when calling they must have the title in hand as we obtain information from the title while accepting the donation. They may also visit your website and donate online. We highly recommend placement of the car donation program on the homepage of your website. Ensure the donor is advised to indicate your organization as the one to receive the proceeds from the sale of the vehicle.
- Once the donation is accepted, our representative will assign the vehicle to a local auction company. The local towing company will be in contact with the donor to arrange pickup of the vehicle. Normally, vehicles are picked up within 1 – 2 business days. The donor will provide the title and keys to the tow driver when they arrive. Donors do not have to be present when the car is picked up, they can simply leave the title and keys in the vehicle. A towing receipt should be left with the donor. Once our office received notification of the pickup, a formal receipt on your organizational letterhead, signed by a designated representative, will be sent to the donor.
- **ALL** vehicles are then auctioned by a local facility. Normally, if there are no title problems, the car will be placed in the next auction. There are auctions weekly.
- Charity Car Donation Center will fax a copy of the car donation intake form to AMBUCS within 24 hours of accepting the donation. There is no action required on the part of AMBUCS it is just for information that a donation has been received.
- Once, the vehicle is sold, the auction facility will then forward all the sales information to AMBUCS Car Donations, 12705-D Country Lane, Waldorf, MD 20601. Our office will then process a letter, along with the IRS 1098C to the donor indicating the sale amount of the vehicle. **NOTE: The minimum a donor can claim for a donated vehicle is \$500. Once the vehicle sales for \$501 or greater, we are required to indicate the exact sold amount on the IRS form 1098C.** We are required by the IRS to notify the donor of the sold amount within 30 days from the date of sale of the vehicle. This letter is also processed on the appropriate letterhead and signed by the designated representative.
- Checks will be issued directly from Melwood to the AMBUCS Chapter. Checks are issued monthly and will be mailed on the 20th day of the month following the month the vehicle sold. For example, all checks received in our office from the auction company during the period of 1 Jan thru 31 Jan will have the proceed check processed on 20 Feb. Along with the check, your organization will receive a spreadsheet with all monthly transactions and a donor information file which will include the name, address, phone numbers, vehicle year, make, and model, and sold amount. What is great about receiving the donor sheet is that you are able to use this information for possible future fund development efforts.
- All car donation sold information is electronically processed by our office directly to the IRS as required on annually basis.
- Donation files are maintained by Melwood for a period of 3 years.
- Donation reports may be requested at any time by calling our offices at the below numbers.
- Please keep this office informed of any changes in staff or address changes.

If there are any questions, please contact Ron Farrin at 301-856-6340 or Jarvis Grigsby at 301-856-6364.



Vehicle Donation Program

Toll Free Line: 1-877-3AMBUCS (1-877-326-2827)

Hours of Operation: **Monday – Thursday 8 am – 7 pm (EST)**
 Friday: 8 am – 5 pm (EST)
 Saturday: 9 am – 4 pm (EST)

Marketing Tips: (The key to a successful program is marketing – **Get the word out to your local community!**)

All marketing costs will be incurred by the local program

- **You may be surprised on the revenue that a car donation program will bring to AMBUCS by just getting the word out that you now accepts Car Donations.**
- Local website promoting the Vehicle Donation Program. We will provide a Vehicle Donation Banner for your website. It is highly recommended as Melwood receives over 45% of our donation online.
- Ensure chapter members are aware of the program.
- If you have the room, place a Car Donation sign in front of your building where people driving past your complex will notice. The sign in front of our complex continues to attract car donors.
- Continuously place articles, or at a minimum the car donation banner, in your monthly e-newsletters.
- Continually use social media, such as Facebook and Twitter, to make people aware of your Car Donation Program.
- Ask your sponsors to place the Car Donation Banner on their website. You may be surprised how many of your sponsors or your supports are willing to do this for you.
- Create an e-mail blast to your present e-mail listing advising people to donate.
- Be creative, make flyers and distribute at various events.
- Use local newspapers to place ads (normally fee associated)
- Use local radio advertisement – attempt to obtain free public service announcement (PSA's), normally 30 second radio spots are most effective
- Use local television (can be expensive for some markets, however normally is the most effective)

Ways to donate:

- Call 1-877-326-2827 anytime during normal business hours
- Donate on line via your local website.
- Complete and fax “AMBUCS Donation Sheet” sheet to 1-877-303-4936. (This form can be furnished to auto dealerships or auto repair facilities)



FAX THIS FORM TO: 1-877-303-4936

AMBUCS Chapter: _____

Today's Date: _____

Name(s) on Title:

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Company Name: _____
(If donating a company vehicle)

Current Address:

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Location of Vehicle(s): (If different than Current Address)

Alternate Location: _____
(Name of the location where the vehicle is presently located)

Alternate Address: _____

Alternate City: _____ Alt State: _____ Alt Zip Code: _____

Contact: _____ Contact Phone: _____

Condition of the Vehicle:

Interior: _____

Exterior: _____

Mechanical: _____

Tires: Fair Good Poor Tires Inflated: Yes No Accessible to Tow Truck: Yes No Runs: Yes No

Title Number: _____ Title State: _____ Title Control Number: _____

VIN: _____ Vehicle Color: _____ Mileage: _____

Number of Doors: _____

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

Where would you like for our towing service to leave a receipt?

(Mailbox, in door, under mat, hand to me, etc.)

How did you hear about our program? _____

Thank you for donating to AMBUCS. Please watch your e-mail for pickup and processing instructions