



Car Donation Process

- Meals On Wheels Car Donation Program accepts **ALL** Cars, Trucks, Motor Cycles, RV's, regardless of the condition of the vehicles. 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 may call our toll free line at 1-888-MOW-KAR1, (1-888-669-5271), when calling they must have the title in hand as we obtain information from the title while accepting the donation. Donors should select Riverside Meals on Wheels Program to receive the proceeds from the sale of the vehicle. They may also complete the attached Meals on Wheels donation form and Fax to 1-877-303-4936 for processing.
- 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 receives notification of the pickup, a formal receipt on Meals on Wheels letterhead 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.
- Once, the vehicle is sold, the auction facility will then forward all the sales information to Melwood. Our office will then process a letter, along with the IRS 1098C to the donor indicating the sale amount of the vehicle. **NOTE: The maximum a donor can claim for a donated vehicle is \$500 or what the vehicle sells for at our auction, whichever is greater.** 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.
- Checks will be issued directly from Melwood to the Meals on Wheels program. Checks are issued monthly and will be mailed to the program on the 20th day of the month following the sale of the vehicle. Example, if the proceed check is received at our location in August, the amount owed to the Meals On Wheels program will be mailed on 20 Sep. Attached is the fee structure for each sold vehicle. Along with the check, the program 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. Meals on Wheels America will be provided a monthly summary report for the entire program.

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