



**CATHOLIC CHARITIES OF THE DIOCESE OF HARRISBURG
VEHICLE DONATION PROGRAM AGREEMENT**

The Donor and Catholic Charities of the Diocese of Harrisburg agree to the following:

The Donor agrees:

- To ask any questions they may have about the donation process and assignment of IRS tax deduction at any point during the transaction, including the receipt of the official documents from Catholic Charities.
- To complete the required documents, sign over the title and surrender the keys at the time of donation.
- To inform Catholic Charities, to the best of their knowledge, about the mechanical condition of the vehicle and/or any pending repairs.

Catholic Charities agrees:

- In advance of the donation, to inform the Donor of the process for determining the value of their tax deduction under IRS guidelines. Further information is accessible on the internet by downloading the IRS Donor's Guide to Vehicle Donation (Publication # 4303), available via www.irs.gov.
- To arrange for a mechanical inspection of the vehicle, at no cost to the Donor, for the purposes of determining its suitability for transfer to a client of Catholic Charities (unless informed of a major defect by the Donor preceding the inspection).
- To organize the process for the transfer and/or auction of the vehicle in a timely manner. The entire process may range from six to eight weeks.
- To complete and send a letter serving as IRS documentation of the donation and its value within 30 days of confirming the vehicle's disposition (payment from auction or client transfer).

By signing below, the Donor and Catholic Charities acknowledge and agree to their rights and responsibilities regarding this donation.

Signature of Donor Date

Signature of CC Designee Date

Printed Name

Printed Name/Title



**CATHOLIC CHARITIES OF THE DIOCESE OF HARRISBURG
VEHICLE DONATION PROGRAM INFORMATION FORM**

Thank you for your interest in the Catholic Charities of the Diocese of Harrisburg Vehicle Donation Program. Please complete this form and return it (along with a Vehicle Donation program Agreement) to the address at the bottom of this form.

Upon receipt of the Vehicle Donation Program Agreement and the Vehicle Donation Program Information Form, an appointment will be scheduled by Catholic Charities for your vehicle delivery and processing. Appointments take place at the Catholic Charities Office (4800 Union Deposit Rd., Harrisburg, PA 17111). The office is open Monday through Friday from 8:00 a.m. – 4:30 p.m.

If the Donor has reason to believe his/her vehicle is unable to be repaired at a reasonable cost, the Coordinator may arrange a tow, at the Donor's convenience, from the vehicle's location directly to auction site. This can only be scheduled pending receipt of the original title, application and donation agreement.

For more information, contact Christopher Meehan, Catholic Charities Director of Development, at 717-657-4804 (ext. 284) or cmeehan@hbgdiocese.org

Donor Information			
Donor Name (s) as it Appears on the Vehicle Title:			
Address:	City:	State:	Zip Code:
Telephone Number:		Cell Number:	
PA Driver's License Number(s):		DOB:	
Vehicle Information			
Year:	Make:	Model:	Color:
Vehicle Identification Number:			Mileage:
Kelly Blue Book (KBB), www.kbb.com, Trade-In Value at the Time of Donation: \$			

If it is known in advance that the vehicle needs significant repairs or has mechanical defects, sending the vehicle directly to auction is often an easier and less costly way of processing the transaction. For liability and safety reasons, each vehicle, unless otherwise indicated, is subject to inspection by an independent, licensed mechanic to determine its suitability for repair. Please describe any details about the vehicle which may affect the outcome of the donation below.

Miscellaneous Vehicle Information:

Please note any vehicle options from the list below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Power Steering | <input type="checkbox"/> Power Windows/Locks |
| <input type="checkbox"/> Tilt Steering Wheel | <input type="checkbox"/> Cruise Control | <input type="checkbox"/> AM/FM Stereo |
| <input type="checkbox"/> Cassette Tape | <input type="checkbox"/> CD Player | <input type="checkbox"/> Premium Sound |
| <input type="checkbox"/> Dual Front Airbags | <input type="checkbox"/> Leather Interior | <input type="checkbox"/> Power Seats |
| <input type="checkbox"/> Sun Roof | <input type="checkbox"/> Moon Roof | <input type="checkbox"/> Tinted Windows |
| <input type="checkbox"/> Running Boards | <input type="checkbox"/> Custom Trim | <input type="checkbox"/> Alloy Wheels |
| <input type="checkbox"/> Custom Paint | <input type="checkbox"/> Two-Tone Paint | <input type="checkbox"/> Tow Package |

Please send your completed agreement and information form to:

**Catholic Charities
Attn: Christopher Meehan
4800 Union Deposit Rd.
Harrisburg, PA 17111**