

DON'T TRADE IT. DONATE IT!



Just follow these 9 simple steps and make your vehicle donation easy!



1

You have already taken the first step by contacting Red Door to obtain this information packet. Everything you need in order to donate your vehicle and prepare your tax return is enclosed.

2

Complete the assignment of title area (examples of both a newer and older title are shown below).

www.reddoorshelter.org

Front Side of Newer Title
(Assignment Section)
ASSIGNMENT OF TITLE

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:
Red Door Animal Shelter, P.O. Box 269119, Chicago, Illinois 60626

*I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

76,000	NO TENTHS	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	*If this vehicle is one of more than 5 commercial vehicles owned by me, I certify also that the vehicle is not damaged in excess of 33 1/3% of its fair market value unless this document is accompanied by a salvage application.*
ODOMETER READING		<input type="checkbox"/> 2. The odometer reading is not the actual mileage.	

WARNING ODOMETER DISCREPANCY

Signature(s) of Seller(s) **John W. Smith**

Printed Name(s) of Seller(s) **John W. Smith** Date of Sale _____

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s) _____ Printed Name _____

Reverse Side of Older Title
(Assignment Section)
ASSIGNMENT OF TITLE

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:
Red Door Animal Shelter, P.O. Box 269119, Chicago, Illinois 60626

*I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

76,000	NO TENTHS	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	*If this vehicle is one of more than 5 commercial vehicles owned by me, I certify also that the vehicle is not damaged in excess of 25% of its fair market value unless this document is accompanied by a salvage application.*
ODOMETER READING		<input type="checkbox"/> 2. The odometer reading is not the actual mileage.	

WARNING ODOMETER DISCREPANCY

Signature(s) of Seller(s) **John W. Smith**

Printed Name(s) of Seller(s) **John W. Smith** Date of Sale _____

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s) _____ Printed Name _____

- If the title is registered in two names, both signatures **MUST** appear in the assignment of title area.
- The Odometer Reading **MUST** be completed if the subject vehicle is 9 years old or newer.
- If your title is lost, contact your nearest Illinois Secretary of State Driver Facility. The Secretary of State's fee for a duplicate title is \$65.00.

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Complete the sheet marked "IMPORTANT" at the top.

4

Complete the SOCIAL SECURITY/EMPLOYER IDENTIFICATION Sheet. (The employer identification portion pertains to company donations only.)

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Tax Deduction

Claimed Value up to \$500

If you are claiming up to \$500 for your vehicle, the IRS will allow you to arrive at that figure on your own. Additionally, you will receive a donor acknowledgement from the Red Door Animal Shelter.

Claimed Value greater than \$500

If you are claiming over \$500 for your vehicle, the IRS will allow you to claim the gross proceeds from the Red Door Animal Shelter's sale of your vehicle. Gross proceeds exclude any fees. Red Door contracts an outside company to sell the donated vehicles and the proceeds that Red Door receives are generally 50% lower than retail prices.

You will receive a donor acknowledgement from the Red Door Animal Shelter. If the proceeds from the sale of your vehicle exceed \$500, you will then receive an additional letter within 30 days of the sale of your vehicle stating the amount of the gross proceeds.

The following factors will affect the sale price of your vehicle:

- Vehicle Age
- Operability
- Impending Repairs
- Damage
- High Mileage

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Please mail the following items to the Red Door Animal Shelter, P.O. Box 269119, Chicago, Illinois 60626:

1. Vehicle Title
2. IMPORTANT sheet
3. Social Security/Employer Identification Sheet

7

A towing service contracted by the Red Door Animal Shelter will contact you to arrange a time and place to pick up the donated vehicle.

- Remove license plates and personal items prior to the arrival of the tow truck (if the plates are current, they may be transferred to a replacement vehicle. Contact the Illinois Secretary of State's office and inquire about the \$15.00 license plate transfer fee.)
- Please ensure that the vehicle is in a location that is accessible for the tow truck.
- Place the keys in the location specified on the IMPORTANT sheet.
- The towing company may recover the vehicle at a time when you cannot be present; however, the utmost care will be taken when towing the vehicle from the specified location.
- REMEMBER: Vehicles that are in jeopardy of being towed, or charges accrued against impounded vehicles, prior to or at the time of initiating the vehicle donation process, are not the responsibility of the Red Door Animal Shelter.

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Acknowledgement of Your Contribution

If you are claiming up to \$500, an acknowledgement of your contribution and photocopy of your vehicle title will be mailed to you from our office.

If you are claiming over \$500, an acknowledgement of your contribution will be mailed from our office within 30 days of the vehicle being sold by the Red Door Animal Shelter including:

- The amount that your vehicle was sold for by the Red Door Animal Shelter
- and a photocopy of your vehicle title



For more information call:

(773) 764-2242

Or visit our website at:

www.reddoorshelter.org

