

# 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**  1. The mileage stated is in excess of its mechanical limits.  
 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**  1. The mileage stated is in excess of its mechanical limits.  
 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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**3**

Complete the sheet marked "IMPORTANT" at the top.

**4**

Complete the SOCIAL SECURITY/EMPLOYER IDENTIFICATION Sheet.

**5**

## Tax Deduction

The following tax information has been included for your convenience. Please **DO NOT** return any tax forms to the Red Door office unless you are claiming a deduction over \$5,000.

- A copy of the National Auto Dealers Association valuation guide for your automobile has been enclosed. This information may help in assessing the value for your car. Use it as a starting point only. More detailed assessments can be found by visiting [www.reddoorshelter.org](http://www.reddoorshelter.org) and utilizing the convenient links to both the NADA and Kelly Blue Book websites.
- If you are claiming a deduction of less than \$500, use IRS form 1040 Schedule A (not included but can be downloaded from [http://www.irs.gov/forms\\_pubs/forms.html](http://www.irs.gov/forms_pubs/forms.html)).
- If you are claiming a deduction between \$500 and \$5,000, use IRS form 1040 Schedule A, and the enclosed IRS form 8283, Section A. Do not return these tax forms to our office if you are claiming a deduction at this level.
- If you are claiming a deduction over \$5,000, please follow these steps:
  1. Complete IRS form 1040, Schedule A.
  2. Complete IRS form 8283, Section B.
  3. Obtain a qualified appraisal for the vehicle. The IRS requires this for deductions over \$5,000.
  4. Return completed IRS form 8283, Section B, your vehicle title, IMPORTANT sheet, and Social Security/Employer Identification sheet to our office at Red Door Animal Shelter, P.O. Box 269119, Chicago, Illinois 60626.

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**6**

Please place the following items in the business reply envelope provided:

1. Vehicle Title
2. IMPORTANT Sheet
3. Social Security/Employer Identification Sheet.
4. If you are claiming a deduction over \$5,000, IRS form 8283 with Section B completed.
5. Mail these items to: RED DOOR ANIMAL SHELTER  
P.O. Box 269119, Chicago, Illinois 60626

**7**

Remove license plates and personal items from the vehicle.

- If the plates are current, they may be used on your replacement car (you will need to contact the Illinois Secretary of State's Office and pay a \$15.00 license plate transfer fee).

**8**

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

- Please ensure that the vehicle is in a location that is accessible for the tow truck.
- The towing company may recover the vehicle at a time when you can't be present; however, the greatest care will be taken when towing the vehicle from your premises.
- Place the keys in the location specified on the IMPORTANT sheet.
- Remember to remove all personal items from the car.

**9**

**Acknowledgement of Your Contribution**

An acknowledgement of your contribution will be mailed to you from our office.

- An additional photocopy of your title will be enclosed for your convenience.



For more information call:  
**(773) 764-2242**

Or visit our website at:

**[www.reddoorshelter.org](http://www.reddoorshelter.org)**

