

The Arc's Vehicle Donation Process



- The Arc Vehicle Donation Program accepts **ALL** Cars, Trucks, Motor Cycles, RV's, regardless of the condition of the vehicles. Towing is **FREE** to the donor.
- The overhead required to participate in this program is extremely low with the vast majority of the auction value of donated vehicles going directly to the Chapter. Also, the highest donation standards are practiced, assuring you that all of the appropriate IRS paperwork is handled.
- Donors wanting to donate their vehicle will call our toll free line at 1-877-Arc-CARO, (1-877-272-2270). 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 chapter website and donate online. If your chapter has not placed the Vehicle Donation Program banner on your site, the donor may be directed to www.thearc.org, ensure the donor is advised to indicate your chapter 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. All vehicles that are donated to our program **MUST** have a clean title. 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 The Arc letterhead, signed by Peter Berns, Executive Director, will then 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. 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 The Arc chapter. Checks are issued monthly and will be mailed to the chapter on the 20th day of the month following the sale of the vehicle. Along with the check, the chapter 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.



Hours (EST):

Monday-Thurs: 8 a.m. – 7 p.m.

Friday: 8 a.m. – 5 p.m.

Saturday: 9 a.m. – 4 p.m.

- Donation files are maintained by Melwood for a period of 3 years.

Questions? Please contact Ron Farrin at 301-856-6340, or rfarrin@melwood.org