

# FACT SHEET

## DONATING A VEHICLE TO A CHARITABLE ORGANIZATION

### PURPOSE

This fact sheet explains the procedures to follow when a person donates a vehicle to a charitable organization. This procedure must be followed to assure completion of the Pennsylvania Certificate of Title to the recipient of the vehicle according to Pennsylvania law and to protect the person donating the vehicle.

### PROCEDURE

#### **Vehicle Owner Responsibilities**

A vehicle owner donating a vehicle to a charitable organization must follow the same procedures as a person selling a vehicle to a dealer or private individual. Section A on the back of the Pennsylvania Certificate of Title, must be completed as follows:

- ❖ The donor must record the name and address of the charitable organization and the purchase price (if applicable) or DIN (Dealer Identification Number) if the charitable organization is a Pennsylvania licensed dealer.
- ❖ The donor must record the vehicle's odometer reading in the space provided.
- ❖ The donor must sign and handprint his/her name on the certificate of title in the presence of a Notary Public. NOTE: The donor of the vehicle should never sign the back of a certificate of title, while leaving the rest of the information blank such as the purchaser information and notarization.
- ❖ The donor's signature must be notarized on the back of the certificate of title as the seller of the vehicle.
- ❖ It is recommended that the donor maintain a photocopy of the front and back of the Pennsylvania Certificate of Title after it has been completed/notarized.
- ❖ If the donor begins receiving citations for the donated vehicle, he/she must respond to the citations. The donor will need to provide documentation to the authority that issued the citation to substantiate the donation of the vehicle such as a photocopy of the completed front and back of the donated vehicle's certificate of title.

#### **Charitable Organization Responsibility**

- ❖ The authorized person for the charitable organization must sign and handprint their name on the back of the certificate of title as the purchaser of the vehicle. (The authorized person's signature also acknowledges the vehicle's odometer reading.)

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After taking possession of the donated vehicle, the charitable organization must apply for a certificate of title in their name. A PennDOT authorized agent will assist with the application process and completion of Form MV-4ST, "Vehicle Sales and Use Tax." The completed form, the certificate of title and applicable fees must be mailed to PennDOT.

If the charitable organization is a licensed dealer, they can hold a Pennsylvania Certificate of Title for up to six months without having to apply for a certificate of title in their name or they may reassign the title to another person in Section B on the reverse side of the title. When an individual donates a vehicle to a charitable organization that is not licensed as a dealer, the authorized agent must forward the completed paperwork to PennDOT within 20 days from the date of donation, accompanied by a \$22.50 title fee and appropriate sales tax.

If the donated vehicle is a "salvage vehicle" as defined by the Pennsylvania Vehicle Code (see definition below), the charitable organization may complete Form MV-6, "Application for Certificate of Salvage" and submit the form and executed title and a certificate of salvage will be issued in their name.

Salvage Vehicle - a vehicle, which is inoperable or unable to meet the vehicle equipment and inspection standards under Part IV (relating to vehicle characteristics) to the extent that the cost of repairs would exceed the value of the repaired vehicle. The term does not include a vehicle, which would qualify as an antique or classic vehicle except for its lack of restoration.