

Big Island Kidney Car Donation Instructions

****Please Note: Cars on the Kona side are by approval only***

The donation process is pretty easy, a few simple steps and you're on your way to making your car a Kidney Car!

Step 1: Fill out and Sign all Forms and Documents Listed Below:

- Donor Information and Disclosure Form
- Kidney Car Assessment Form
- Most current Registration and Safety Inspection — **Optional**

Step 2: Mail signed Certificate of Title to 1314 S. King St # 305 Honolulu, HI 96814

- See the Title Sample page for signing instructions
 - **The Notice of Transfer** is located at the top of your Certificate of Title — the DMV requires that the Notice of Transfer be filed with in 10 days of the **transfer** of the vehicle.
 - At your request **NKFH** will file your N.O.T for you — please leave the “date of transfer” space at the top blank; sign the signature and address line, include it with your title. It will be dated when we confirm the vehicle has been picked up.
 - If you choose to file your own Notice of Transfer please remember that the “date of transfer” is the date that NKFH takes possession of the vehicle. This is the day the tow company picks up the vehicle.

Step 3: Vehicle Pick Up after receipt of your signed Title in our office:

- **Vehicle Pick-Up: We offer free towing of your vehicle**
 - Park your vehicle where it won't be towed and/or acquire tickets.
 - Put your keys in the ashtray or glove box and lock the doors. (*The towing company is able to open your door*)
 - * Do NOT leave Title in the vehicle—Title must be in NKFHI Office before a pick up can be scheduled

***We recommend that you cancel your insurance after your car has been towed. *Please note: If the vehicle is at a service station and parts are missing, your car could be rejected. Please ask mechanics/service station personnel to leave your car totally intact.**

Things to Remember:

- **Specialty and Veteran Plates:** If you have specialty plates and **you want to keep them**, you will have to go to the DMV to have generic plates issued and put on the vehicle prior to the donation. Veteran plates are assigned to you and the DMV will not allow us to accept any vehicle with veteran plates. **they must be removed prior to the donation and replaced with generic plates.**

- **If Owner of Vehicle is Deceased:** We would need to have the original title and owner's notarized death certificate (the DMV requires it to be attached to the title). If someone other than the deceased wants the tax deduction, the title must be transferred prior to donation. If the donation is staying in the deceased name, an “Act 89” must be filled out by a next of kin, signed and notarized. NKFH has a notary on site. The forms are available at our office or at any Satellite City Hall.

- **Tax Deduction:** As of January 1, 2005, the maximum tax deduction you can receive without needing notification of the Gross Selling Price (GSP) of the vehicle is \$500. If the vehicle sells for more than \$500 than you may claim the GSP as the deduction. NKFH will provide notification of the tax deduction within 30-60 days of the sale. NKFH cannot ensure any selling price for any vehicle

Big Island Donor Information and Disclosure

Name/Names (as it appears on the Title): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: (Day): _____ Phone: (Evening): _____

***Primary donor is the person who's Tax ID # will be used when filing an IRS Itemized Tax Form and must be listed as an owner on the Certificate of Title**

Name of *Primary Donor: _____ Social Security # : _____ - _____ - _____

Please Read Carefully and Sign Below

I have donated my vehicle to the National Kidney Foundation of Hawaii (NKFH). I release ownership with the understanding that the vehicle will be sold to raise funds to fight kidney disease in Hawaii. My vehicle meets the minimum acceptance requirements below:

1. **The complete engine, transmission and parts are on the vehicle, attached, and in their proper place;**
2. **The wheels are not locked and will not be removed;**
3. **The vehicle has never been on fire, had flood damage or been submerged in water and isn't located where it has partially sunk into the ground due to mud.**
4. **There are no additional engine parts, trash, furniture or items inside the vehicle;**

My car is being donated free of any unpaid violations, fines or liens (including tow charges associated with the theft of my car) and will remain so prior to NKFH taking physical possession of it. If I am asking NKFH to tow my vehicle, I understand that the following conditions apply:

1. NKFH may require up to five working days after receiving my properly signed title in which to tow my vehicle.
2. If my vehicle is cited or removed prior to the towing by NKFH, I understand that NKFH will not tow my vehicle until I pay all incurred fees.
3. The car must have a minimum of four feet of clearance on all sides.
4. The car must be on pavement or cement. (Tow companies are prohibited from physically pushing vehicles to a place where it will be accessible).

I understand that if the DMV mails me a citation for an offense occurring after donation, NKFH will clear the citation. I understand that any parking decals or personal belongings left in or on my vehicle will not be recoverable. If I have Veteran Plates or Specialty Plates, it is my responsibility to have them removed and assigned to a new vehicle or placed in storage at DMV prior to donation. I understand that if my vehicle is being picked-up from an auto repair shop, that it is my responsibility to ensure that no parts have been removed and that NKFH may refuse to tow my vehicle if parts have been removed.

I understand that if I have gotten a duplicate title issued, I must give NKFH the most recently issued title. I must also give NKFH a transferable, Hawaii State, non-defaced title. If I cannot produce a transferable title, NKFH may reject my donation. In order to receive a tax benefit, **I must itemize my taxes**. I understand that if I have already depreciated the value of my vehicle or received an insurance settlement for its value, I may not qualify for a tax deduction. I hold harmless and agree not to pursue any legal action against NKFH, its board of directors or agents for any loss or liability that may be incurred as a result of my donation. NKFH reserves the final right to refuse the donation of any vehicle.

I understand that as of January 1, 2005, the maximum tax deduction I can receive without needing notification of the Gross Selling Price (GSP) of my vehicle is \$500. If the vehicle sells for more than \$500 than you may claim the GSP as the deduction. NKFH will provide notification of the tax deduction within 30 days of the sale. NKFH cannot guarantee any selling price for any vehicle.

This letter also authorizes NKFH to pick up the following documents from DMV after donation, if needed: registration, title, certified copies of your notice of transfer (N.O.T) to NKFH.

I will file the Notice of Transfer (N.O.T.) — Please do not date or submit the N.O.T. until the vehicle has been physically picked up or dropped off.

No, I did not file a NOT and I authorize NKFH to do it for me. Year: _____ Make: _____ Type: _____

License #: _____ VIN #: _____

I understand that my tax deduction per IRS Regulations may be the standard \$500 Car Donation Tax Deduction.

My signature below indicates acceptance of NKFH regulations for this vehicle donation and any future vehicle donations which I may designate to the NKFH upon the deliverance of my properly signed title.

Date: _____ Signature: _____

Big Island Car Location Information

****All Cars on the Kona side are by approval only****

Check here if the address is the same as the Donor Information/Mailing Address:

Other: Street Address: _____ Zip: _____

Contact Person (CP): _____ Contact Phone #: _____

****Please note: *If the vehicle is at a service station and parts are missing, your car may be rejected. Please ask mechanics/service station personnel to leave your car totally intact.***

Date ready for pickup? _____ — _____ — _____

What hours of the day/night will you permit the tow company to tow the car? 24hrs 8am-6pm

Will your vehicle doors be locked? (we recommend locking your vehicle) Yes No

Where will you leave the keys to the vehicle? Ashtray Glovebox Contact Person Other: _____

Will you permit the tow truck driver to drive the vehicle (they are insured)? Yes No

Does the CP want to be present during towing? Yes No (If, yes, may take longer to tow)

Does the CP want a call before pick up? Yes No

Can we leave a message and tow? Yes No

Are all four tires fully inflated? Yes No

Is the car on a steep incline? Yes No

Is your car on pavement? Yes No - will need to be moved prior to towing

Is the car at least 4 feet from any structures? Yes No

****Please remember to remove all personal items from car before pick up.****

Thank you for making your car a Kidney Car!