

SEVEN CHECKS BEFORE YOU HAND IT OVER

Keep this with your records. State title procedures and individual facts vary; follow the receiving organization's case-specific instructions.

- ☐ **MATCH THE LEGAL RECIPIENT**
The charity name and EIN should match the organization receiving title. A brand name or towing-company name alone is not enough.
- ☐ **FOLLOW TITLE DIRECTIONS**
Confirm where and when to sign. Never sign a blank title, use correction fluid, or guess about an odometer or reassignment field.
- ☐ **CONFIRM THE VIN**
Match the dashboard VIN to the title or registration and pickup paperwork. Stop if the records do not agree.
- ☐ **IDENTIFY THE PICKUP PARTY**
Know the towing company, expected date, driver procedure, and exact vehicle being collected.
- ☐ **REMOVE PERSONAL ITEMS AND DATA**
Check the trunk and console; remove toll tags and garage remotes; erase paired phones, addresses, and access codes where possible.
- ☐ **RECORD WHAT YOU HAND OVER**
List keys, title documents, accessories, trailer, equipment, and anything else included with the vehicle.
- ☐ **KEEP A WRITTEN RECEIPT**
Retain the legal name, EIN, date, VIN, acknowledgment, and any later Form 1098-C or disposition document.

HANDOFF RECORD

Legal charity name

EIN

Vehicle / VIN

Date and time

Towing company / driver

Pickup confirmation