



## Dear Prospective Car Donor,

Thank you for your interest in donating your vehicle to **Wheels of Hope**, a ministry whose primary focus is to provide affordable cars to those who need them most.

## How the Ministry Works

1. First, you donate your car to the **Wheels of Hope** Ministry.
2. If the car is economically repairable, Hart Automotive provides the services needed to restore the vehicle to road-worthy condition.
3. Once the vehicle is fixed, **Wheels of Hope** sells the vehicle at cost—equal to the price of insurance, inspections, and needed repairs—to a qualifying needy individual.
4. If the car is in such shape that it is not economically repairable, then—like other charitable organizations—**Wheels of Hope** simply sells the vehicle as-is, and the proceeds go towards repairs for other vehicles donated to the program.

## What You Need to Do

Complete the following four forms, all included in this document with instructions.

1. Donor and Vehicle Information
2. Title to Vehicle
3. Missouri Department of Revenue Form 768
4. Missouri Department of Revenue Form 4054

Return the completed forms to:

Hart Automotive – **Wheels of Hope**  
8 Industrial Lane  
Florissant MO 63031

## What Happens Next

After receiving your signed forms and a clear title, **Wheels of Hope** will contact you to assist with towing if needed. After the vehicle is sold, we will send you a receipt that may be used for deduction purposes when preparing your income taxes.

If you have any questions, please do not hesitate to contact us at 314-838-8700.

Thank you, and we look forward to working with you! Together, we will show the love of Christ to a needy community.

Sincerely,  
**Scott McRoberts**  
**Wheels of Hope and Hart Automotive**



## Vehicle Donation Form

### Donor Information

Name .....

Address .....

City .....

State .....

ZIP .....

E-mail .....

Home Phone .....

Work Phone .....

Cell Phone .....

\* Taxpayer ID / SSN .....

*\* Required if claiming a deduction on your Federal Income Taxes*

### Vehicle Information

Make .....

Model .....

Year .....

Color .....

Mileage .....

Circle One My vehicle **is** / **is not** in good working condition

List Any Problems .....

.....

.....

.....

Pickup Location .....

### Feedback

How did you hear about **Wheels of Hope**?

- Previous donor
- Word of mouth
- Church program: Which church? .....
- Other



## Title Instructions

Legal transfer of the title is covered by the State of Missouri General Affidavit form 768, which will be dated on the day we receive your paperwork. Item 2 in that form (pre-filled for you) indicates you are “gifting” the vehicle to the **Wheels of Hope** ministry.

## Signing Instructions

*Please follow these instructions exactly. Incorrect signing will require applying for a new title.*

- **Sign your name only.**  
You are only required to fill in the “Signature of all Sellers” line in the “assignment” box. If there is a line for “hand printed name” please do so. If any lines other than these are filled in, the title will be rendered void for donation.
- **Sign your name exactly as it appears.**  
Even if the state has misspelled your name, please sign it exactly as it is recorded on the front of the title.
- **All parties must sign.**  
If the vehicle is titled in more than one name, all parties must sign the title. The only exception is if the title includes a transfer on death (TOD). If the original owner is still alive, only he or she needs to sign.

## Specifically Do Not

- **Do not** fill in the “Date of Sale” or “Sale Price.” This would void the title for donation purposes, requiring you to apply for a duplicate title before donating the vehicle.
- **Do not** mark out, cross through, erase, or white out any area of the title. This would void the title for donation purposes, requiring you to apply for a duplicate title before donating the vehicle.
- **Do not** fill in the “Purchaser’s Name” line. This will be filled in by the person who ultimately purchases your vehicle from the ministry.

## Please Note

No vehicle can be scheduled for pickup until **Wheels of Hope** receives the signed, clear title.



## Instructions for Department of Revenue Forms

### Instructions for form 768

Complete **only** the following 7 fields at the bottom of the form.

**Each has a prominent checkmark next to it.**

- owner (donor)
- year
- make
- model
- vehicle identification number
- original title number
- signature of owner

**Do not** complete the current license number or date or any other field without a checkmark next to it.

### Instructions for form 4054

Complete **only** the following 5 fields pertaining to the owner and vehicle.

**Each has a prominent checkmark next to it.**

- year
- make
- (vehicle) identification number
- owner's printed name(s)
- owner's signature(s)

**Do not** complete any other field without a checkmark next to it.



**COMPLETE INFORMATION AS REQUIRED**

I, the undersigned, do hereby certify that . . . .

- 1. NON-USE (Notarization required). . . . the motor vehicle described on the attached application has not been operated on public roads or the highways of Missouri by myself, or my agent during the period of \_\_\_\_\_ to \_\_\_\_\_.
- 2. GIFT . . . . I am giving this motor vehicle to Wheels of Hope, 8 Industrial Lane, Florissant, MO 63031  
\_\_\_\_\_ and there is no money or other valuable consideration involved in the transaction.
- 3. VEHICLE OUT OF STATE . . . . the vehicle described below has not been in the state of Missouri for the 60 day period immediately preceding the date of this application for registration and will be submitted for inspection at an official inspection station within 10 days after entering the state by myself, or my agent.
- 4. ABANDONED VEHICLE ON REAL PROPERTY . . . . the vehicle described below was abandoned on real estate owned or purchased by me located at (address, city, state): \_\_\_\_\_, and has an approximate retail/fair market value of \$ \_\_\_\_\_. List circumstances by which the real property owner came into possession of the abandoned vehicle:  
\_\_\_\_\_  
\_\_\_\_\_
- 5. REPOSSESSION CERTIFICATION (Notarization required). . . . I certify under penalties of perjury that I have written consent from all owners and/or lienholders of record to repossess this motor vehicle, trailer, all-terrain vehicle, manufactured home, boat/vessel, or outboard motor, or I have provided all owners/lienholders with a 10-day written notice by first class mail or as outlined in the Uniform Commercial Code, of the repossession and that an application for repossessed title will be made and the notice has now expired. Debtor's name and location/address of repossessed unit: \_\_\_\_\_  
\_\_\_\_\_
- 6. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. I certify that I am seventy five years old or older and am no longer required to present a physician's statement at the time of **renewal** for disabled person placards or license plates.

OWNER (LIENHOLDER IF BOX 5 IS CHECKED) (TYPE OR PRINT) <input checked="" type="checkbox"/>	YEAR <input checked="" type="checkbox"/>	MAKE <input checked="" type="checkbox"/>	MODEL <input checked="" type="checkbox"/>
VEHICLE IDENTIFICATION NUMBER <input checked="" type="checkbox"/>	ORIGINAL TITLE NUMBER <input checked="" type="checkbox"/>	CURRENT LICENSE NUMBER	
SIGNATURE OF OWNER <input checked="" type="checkbox"/>			DATE ____ / ____ / ____

**NOTARY PUBLIC — (REQUIRED ON ITEMS 1 AND 5, MAY BE REQUIRED ON ITEM 6)**

NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP SEAL	STATE OF _____	COUNTY (OR CITY OF ST. LOUIS) _____
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____	
NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>
NOTARY PUBLIC NAME (TYPED OR PRINTED) _____		



MISSOURI DEPARTMENT OF REVENUE  
 MOTOR VEHICLE BUREAU  
**POWER OF ATTORNEY**

FORM  
**4054**  
 (REV. 10-2005)

I (WE) HEREBY APPOINT Wheels of Hope AS MY (OUR) ATTORNEY-IN-FACT FOR THE  
 PURPOSE OF TRANSFERRING OR MAKING APPLICATION FOR TITLE AND REGISTRATION TO THE FOLLOWING DESCRIBED UNIT:

YEAR ✓	MAKE ✓	IDENTIFICATION NUMBER ✓
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WITH THE FULL AUTHORITY TO SIGN ON MY (OUR) BEHALF ALL PAPERS AND DOCUMENTS AND TO DO ALL THAT IS NECESSARY TO THIS APPOINTMENT.

OWNER'S PRINTED NAME ✓	OWNER'S PRINTED NAME ✓
OWNER'S SIGNATURE ✓	OWNER'S SIGNATURE ✓

NOTARY INFORMATION		
NOTARY PUBLIC EMBOSSEER SEAL	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	
<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>		