

Commonwealth of Virginia
Motor Vehicle Dealer Board
Customer Information Package



Non Profit Organization Consignment Requirements Customer Information Packet

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MVDB-27, Non Profit Organization Consignment Certificate of Registration

Sample Non Profit Organization Receipt Form

1.0 Applicability

This information package applies to:

- Any non profit organization exempt from taxation under § 501 (c) (3) of the Internal Revenue Code desiring to consign donated vehicles to licensed Virginia motor vehicle dealers.
- Any motor vehicle, T&M vehicle, trailer, or motorcycle dealer desiring to accept donated vehicles on consignment from non profit organizations.
- Unless otherwise specifically stated, certified non profit organizations are exempt from other licenses, requirements, and fees stipulated under § 46.2, Motor Vehicle Dealer Laws, Code of Virginia.
- All nonprofit organizations, except churches, that solicit contributions in the Commonwealth of Virginia must be registered with the Office of Consumer Affairs at the Virginia Department of Agriculture and Consumer Services, as required by the Virginia Solicitation of Contributions Law (Section 57-49 et seq., Code of Virginia. Contact Virginia Department of Agriculture and Consumer Services, Office of Consumer Affairs, 1100 Bank Street, Suite 103, Richmond, Virginia 23219. 1-800-552-9963 (Ext. 6-1343) or 804-786-1343

2.0 General Requirements

Note: Certified non profit organizations wishing to sell cars on their own, without consigning donated vehicles through a licensed Virginia motor vehicle dealer, must earn a full motor vehicle dealer's license. Contact the Motor Vehicle Dealer Board Office for more details.

A. Non Profit Organizations

- Any non profit organization exempt from taxation under § 501 (c) (3) of the Internal Revenue Code may consign donated motor vehicles to licensed Virginia motor vehicle dealers.
 1. Complete Attachment 1, MVDB-27, Non Profit Organization Consignment Certificate of Registration.

A. Non Profit Organizations (continued)

2. Mail, fax, or deliver Attachment 1 to:

Motor Vehicle Dealer Board
2201 W. Broad Street
Suite 104
Richmond, Virginia 23220

- a. Include \$25 annual registration fee.
- b. Attach proof of § 501 (c) (3) status with the Internal Revenue Service.

Note: Application processing will not be completed until the Board office is in receipt of (a) and (b).

3. Upon receipt of Certificate of Registration authoring consignment, the non profit organization must be in receipt of the donated motor vehicle title as proof of a qualified charitable gift.

- Transfer the donated motor vehicle title into the name of your non profit organization.

Note: Contact the Department of Motor Vehicles (DMV) to transfer the title of the donated motor vehicle. Or, visit your local DMV Customer Service Center. A \$10 fee will be charged.

- Any non profit organization issued a Certificate of Registration authoring consignment of donated motor vehicles shall not, verbally or in writing, assign a value to any donated motor vehicle for the purpose of establishing tax deduction amounts on any federal or state income tax return.
- Donated motor vehicle records should be retained or stored so that these records are readily available for the purposes of verification.

A. Non Profit Organizations (continued)

- The certified non profit organization does not have the right to recover under the Motor Vehicle Transaction Recovery Fund.

However, a consumer who has purchased a donated vehicle on consignment with a licensed Virginia motor vehicle dealer may recover from the Fund.

B. Motor Vehicle Dealers Accepting Consignment

- Any Virginia licensed motor vehicle dealer accepting motor vehicles from certified non profit organizations authorized to consign donated motor vehicles shall complete a consignment contract according to §46.2-1531 (Motor Vehicle Dealers), §46.2-1931 (T&M Dealers), or §46.2-1992.24 (Trailer Dealers), whichever is applicable to your dealership.
- Unlike a consignment from an individual, a vehicle consigned from a certified non profit organization may be sold by a licensed Virginia dealer if it is found not to be in compliance with any safety inspection requirement. However, the licensed motor vehicle dealer will need to provide the potential buyer, intending to use the donated consigned vehicle on the public highways, a written disclosure, prior to sale, stating that the vehicle did not pass a safety inspection.
- Unlike a consignment from an individual, dealer plates may be used for the purpose of demonstrating donated vehicles on consignment from certified non profit organizations.
- The certified non profit organization does not have the right to recover under the Motor Vehicle Transaction Recovery Fund.

However, a consumer who has purchased a donated vehicle on consignment with a licensed Virginia motor vehicle dealer may recover from the Fund.

4.0 Renewal of Non Profit Consignment Certificate

Certificates of consignment will be renewed on an annual basis for a fee of \$25 to those non profit organizations providing proof of current § 501 (c) (3) status with the Internal Revenue Service.

5.0 Attachments

- a. MVDB-27, Non Profit Organization Consignment Certificate of Registration Form
- b. Sample Non Profit Organization Receipt Form

Attachments



Commonwealth of Virginia
MOTOR VEHICLE DEALER BOARD
2201 W. BROAD STREET
SUITE 104
RICHMOND, VA 23220



(804) 367-1100 OR (877) 270-0203 Toll Free

Non Profit Organization Consignment
Certificate of Registration Application

FOR REGISTRATION MONTH/YEAR ENDING: _____

Form section with fields: For MVDB Use Only, Certificate Number, Type of Application (Initial/Renewal), and associated fees (\$25).

Form section with fields: Name of NonProfit Organization, Federal EIN, Business Phone, Email Address, Business Address, Street, City, State, Zip.

STATEMENT OF UNDERSTANDING AND CERTIFICATION

I certify and affirm under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge. I understand that it is unlawful to knowingly make a false statement and any violation will be punishable as a Class 2 misdemeanor.

Signature of Agency/Organizational Head / Date

Please Print Name

REQUIRED DOCUMENTS

Attach proof of Federal NonProfit Status (\$501 (c) (3)) to this application and mail or deliver to MVDB, 2201 W. Broad Street, Suite 104, Richmond, VA 23220.

Sample NonProfit Organization Receipt Form

Below is a sample donor receipt form. It is provided as an example of what information should be included on a donor receipt. It is suggested that your organization produce a receipt in triplicate (one copy for the donor, one copy for the towing service, and one copy for your organization to retain with the vehicle's title). These receipts should also be preprinted with a consecutive, sequential control number appearing on the form.



AMALGAMATED CHARITIES
Of Virginia, Inc.

Control # _____

Stock # _____

1234 W. Broad Street, Anywhere, VA 23456

CAR DONATION RECEIPT

This certified I have donated the vehicle described below to Amalgamated Charities of Virginia, Inc. I hereby release the vehicle to XYZ Towing Co., agent of the organization. I release title and ownership to Amalgamated Charities of Virginia, Inc., with the understanding that the vehicle will be consigned for sale through a licensed Virginia motor vehicle dealer. Proceeds from the sale will be used to benefit the programs of the organization. Amalgamated Charities of Virginia, Inc., or its agents, have not, verbally or in writing, assigned any value to this donated vehicle for the purpose of establishing a tax deduction.

Owner's Name _____
Please print Owner's Signature

Address _____
Street City State

Make _____ Model _____ Year _____ Color _____

Vehicle Identification
Number _____

Date of Donation _____ Delivered _____ Picked up _____

Towing
Company _____

AMALGAMATED CHARITIES OF VIRGINIA APPRECIATES YOUR GIFT OF THIS VEHICLE. WE PLEDGE TO USE THE FUNDS GAINED FROM THIS GIFT IN FURTHERING OUR MISSION.

NOTE: Receipt form should be reproduced in triplicate with one copy to the donor, one copy to the towing service, and one to the charity. Control numbers should be preprinted and used in consecutive order.