



## Car Donation Helpful Information

**Note:** In accordance with IRS regulations, the San Francisco Conservatory of Music will send you an acknowledgment that includes the amount of what the car was sold for at auction. This is the tax-deductible amount of the donation.

Please review [IRS Guidelines](#) and consult with your tax advisor to learn how to claim your deduction.

Here is some information you may find helpful:

1. After you have completed and returned the *Car Donation Receipt* form to the Conservatory, we will contact the auction house to confirm acceptability of the vehicle.
2. If the vehicle is accepted the auction house will contact the donor to make arrangements to pick up the vehicle.
3. After the car has been picked up, the donor must fill out a *Notice of Transfer and Release of Liability Form* <http://www.dmv.ca.gov/forms/reg/reg138.pdf> and send the completed form to:  
Department of Motor Vehicles  
Notice of Transfer and Release of Liability  
P.O. Box 942859  
Sacramento, CA 94259-001
  - Buyers Full Name (Sections A, B, D & F) should read:  
San Francisco Conservatory of Music  
50 Oak Street  
San Francisco, CA 94102
  - Date of Sale (Section E) should be the actual date your car was towed.
  - The Selling Price (Section G) should read "\$0" or "Donation".
  - Donors contact and car information (Sections H-K)
  - **Make a copy for your files and send the original to the DMV. It is very important to make a copy of the *Release of Liability Form* because of the time it takes the DMV to enter the information into their system. Having a copy of this form is proof that you have donated the car and you are no longer the legal owner.**
4. The tow company will sign your Car Donation Receipt at the time of pick up.
5. The auto will be sold "as is" the auction house. The auction house never reveals the name of the donor to the seller.



6. You will also receive a thank you letter from the Conservatory in the mail after the car has been sold by the auction house. You will need the donation receipt you get at the time of pick up and this letter for tax purposes.
7. If you have other questions, please call June Hom at 415-503-6201 or by email at [jhom@sfc.edu](mailto:jhom@sfc.edu).
8. Once you have donated your car, please forward any information you receive in the mail about your car to:

June Hom  
San Francisco Conservatory of Music  
50 Oak Street  
San Francisco, CA 94102