



Procedures for Purchasing a Vehicle

Purchasing reliable transportation can be an eligible expense from a special needs trust. Arcare, Inc. is pleased to permit our beneficiaries to use their funds in this manner. Following these steps will allow for a seamless vehicle purchase process. **Please note** the trust cannot make a down payment on a vehicle if the purchaser is carrying a lien on the vehicle from another lender.

Any purchase of a vehicle must be approved by the Trust Administrator. Please do not take possession of a vehicle until the trust administrator has approved the vehicle purchase and issued a check to the buyer. The following steps must be followed:

- **Send a signed copy of this form to the Trust Administrator.**
- **Fill out a Vehicle Purchase Information Sheet.**

Provide the name of the dealership, address, contact person and telephone number. If you are purchasing a used vehicle from an individual, please provide their address and telephone number. Please take a copy of these procedures and the Vehicle Purchase Information Sheet with you to the dealer. This will ensure a smooth transaction experience.

- **Provide a copy of a CARFAX Vehicle History Report.**
- **Provide a copy of your valid driver's license.**

A beneficiary must have a license in order to buy a vehicle. The Trust Administrator may approve a vehicle purchase for a disabled minor or adult beneficiary for whom regular transportation is provided by a parent or another adult with whom he/she lives.

- **The Trust must be listed as lien holder.**

Arcare, Inc. Special Needs Trust FBO "name of beneficiary" must be listed as the lien holder on the title of the vehicle.

- **Proof of insurance is required.**

You must provide proof that the insurance has been paid before you take possession of the vehicle. The Arcare, Inc. Special Needs Trust II FBO "name of beneficiary" must be listed as loss payee/lien holder on policy.

- **You must comply with state regulations to keep your vehicle registered and inspected yearly and forward proof of the same to the administrative offices.**
- **All vehicle purchases are subject to the approval of the Trust Administrator.**

We do not approve the purchases of luxury vehicles. A beneficiary should not take possession of a vehicle until it has been approved and paid for by the Trust. Please speak with the trust administrator about specific spending guidelines for your state or county.

I have reviewed and understand all the steps in the vehicle purchase process and agree to complete all necessary steps before purchasing a vehicle.

(Beneficiary is the person for whose benefit the trust has been established.)

Name of Beneficiary (please print)

Phone Number

Signature of Beneficiary/POA/Guardian/Designee

Date

Mail, fax or email this completed form to:

PO Box 12890 | Overland Park, KS 66282

Fax: 913.648.0057 Email: info@arcare.org



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Approved by _____ Date _____ *Rev. 2/18*