



HOW TO PURCHASE A VEHICLE WITH YOUR POOLED SPECIAL NEEDS TRUST FUNDS

Purchasing reliable transportation may be permitted using your trust funds. Please follow the steps below to make a smooth vehicle purchase process.

The purchase of a vehicle must be pre-approved by the Trustee. **DO NOT** make a trade, an offer or take possession of a vehicle until the Trustee has approved the vehicle purchase and issued a check to the seller. The purchase of a vehicle using Trust funds may take up to 10 business days for processing.

PROCESS:

1. **Send a signed copy of this form to Anchor For Special Needs, Inc.**
 - a. Mail or email completed form to: 159 North Third Street, Suite B, Rogers City, MI 49779 / or you may email: info@anchornsn.org. Completed forms may also be faxed to 1-267-740-3000
2. **Fill out a Vehicle Purchase Information Sheet.**
 - a. 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.
 - b. Provide the name of the dealership, address, contact person and telephone number.
 - c. The purchase of a vehicle using Trust funds may take up to 10 business days for processing.
3. **Provide a copy of a CARFAX Vehicle History Report. MANDATORY even on new year vehicle.**
4. **Provide a copy of the Sellers Purchase Agreement or Sales Contract.**
5. **Provide a copy of your valid driver’s license.**
 - a. A beneficiary must have a license in order to buy a vehicle. The Trustee may approve a vehicle purchase for a disabled minor or adult beneficiary for whom regular transportation is provided by a parent or guardian.
6. **Anchor For Special Needs, Inc. will be listed as lien holder as follows:**
 - a. **Anchor For Special Needs, Inc. FBO “Name of Beneficiary”** must be listed as the lien holder on vehicle title.
7. **Proof of insurance is required.**
 - a. You must provide proof that the insurance has been paid before you take possession of the vehicle. Anchor for Special Needs, Inc. FBO “name of beneficiary” must be listed as loss payee/lien holder on policy.
8. **You must comply with state regulations to keep your vehicle registered and inspected yearly (as applicable) and forward proof of the same to Anchor For Special Needs, Inc.**
9. **All vehicle purchases are subject to the approval of the Trust Administrator.**
 - a. Note: Anchor does not approve the purchase of luxury vehicles. A beneficiary should not take possession of a vehicle until the purchase has been approved and paid for by the Trust. Please speak with the trust administrator about specific spending guidelines for your state or county.

_____ (initial) I have reviewed, understand and agree to Anchor’s vehicle purchase process and will complete all necessary steps before purchase of a vehicle.

BENEFICIARY SIGNATURE:

Phone Number:

BENEFICIARY NAME (PRINTED):

Date:

For internal use only.

Approved by

Date
