



PETER & PAUL COMMUNITY SERVICES  
*Solving Homelessness Together*

## PPCS CAR DONATION PROGRAM

### 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 received your paperwork, noting #2 which states that you are “Gifting” the vehicle to Peter & Paul Community Services, Inc.*

1. ***Sign your name only!*** You are only required to fill in the “Seller’s Signature” line in the “assignment” box. If there is a line for “hand print your name” please do so. If any lines other than these are filled in, the title will be rendered void for donation.
2. ***Sign your name exactly as it appears on the front of the title.*** Even if the state has misspelled your name, please sign as it is recorded on the title.
3. ***All parties must sign if the vehicle is registered in more than one name.*** 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. If not, we respectfully will need a copy of their Death Certificate.

### DO NOTS

- **DO NOT** fill in the “Date of Sale” or “Sale Price” as this would void the Title for donation purposes, meaning that you would need 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 also void the title and a duplicate title would have to be applied for.
- **DO NOT** fill in the “Purchaser Name” line; this will be filled in by the person who actually purchases your vehicle from Peter & Paul Community Services, Inc.

***No vehicle can be scheduled for pick-up until  
Peter & Paul Community Services receives the signed, clear title.***

If you have any questions about the completion of your title, the General Affidavit FORM 768, or the Power of Attorney Form 4054, please feel free to contact us at 314-338-8188.