



THE ARC OF NM MASTER TRUST REQUEST

PROCEDURES FOR PURCHASING A VEHICLE

Send a signed copy of this form to the trust office.

- ❖ Any purchase of a vehicle must be pre-approved. When approved please follow the following steps to ensure a smooth vehicle purchase.

Fill out a Vehicle Purchase Information Sheet. It is included in this packet.

- ❖ Provide the name of the dealership, address and contact person and telephone number. Please take a copy of these procedures and the Vehicle Purchase information sheet with to the dealer. This will help with the process.

Provide a copy of a CARFAX Vehicle History Report. ♦

Provide a copy of your valid driver's license.

- ❖ A beneficiary must have a valid license to buy a vehicle. A vehicle purchase may be approved for a disabled minor or adult beneficiary for whom regular transportation is provided by a parent or another adult with whom he/she lives. That person must also have a valid driver's license.

Proof of insurance is required

- ❖ You must provide proof that the insurance has been paid before possession of the vehicle.

A Lien must placed on the title of the vehicle.

- ❖ The lien must be in the name of The Arc of NM Pooled Trust for the benefit (FBO) of the trust beneficiary and the title sent to The Arc of New Mexico Trust Office.
 - The Arc of New Mexico Trust Office 5130 Masthead NE, Albuquerque, NM 87109
 Contact: The Arc Trust Dept. Phone: 505.883.4630, Fax: 505.883.5564; email: arctrust@arcnm.org

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

♦ I understand that the beneficiary has no entitlement to the income or corpus of the trust except as the Trustee, The Arc of New Mexico, in its complete and unfettered discretion, elects to make any disbursement and

♦ I understand that requests are reviewed considering individual situations and impact on preservation of benefits and purposes consistent with SSI and Medicaid guidelines and other government benefits

Signature of Beneficiary/POA/Guardian _____ **Date:** _____



The Arc of New Mexico

For Arc Use Only: Approved by: Date: _____

SUBMIT YOUR REQUEST:

Fax: 505-883-5564

Email: arctrust@arcnm.org

Mail: Trusts – The Arc of NM

5130 Masthead NE • Albuquerque, NM 87109

VEHICLE PURCHASE INFORMATION SHEET

Beneficiary Name: _____

Address: _____

City, State, Zip _____

Area Code & Phone Number _____ email _____

Name of Person Who will be driving Vehicle if different from beneficiary: _____

I am interested in purchasing the following vehicle:

Choice 1

Make (Chevy, Ford, etc): _____ Year: _____ Mileage: _____

Model (Corolla, Malibu, etc): _____ Color: _____

Choice 2

Make (Chevy, Ford, etc): _____ Year: _____ Mileage: _____

Model (Corolla, Malibu, etc): _____ Color: _____

If you have a specific vehicle identified, please complete the following:

Dealer Name: _____

Address include City/State _____

Salespersons name: _____

Phone number: _____

Other Vehicle Information: (Attach CarFax): _____

Make: _____, Model: _____, Color: _____

Year: _____, Mileage: _____

Signature: _____

Check one: Beneficiary, Sponsor, Beneficiary, Guardian, Provider Agency, POA,

Other: _____

Incomplete or illegible forms will not be processed and will be returned for additional information

Please mail /email to: The Arc of New Mexico Trust Office
5130 Masthead Blvd. NE, Albuquerque, NM 87109