

# Vehicle Purchase Procedures

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- 1. Decisions on requests for vehicle purchases will be made on an individual basis by Alabama Family Trust Disbursement Committee. Please review the information below when considering purchasing a vehicle using funds from your trust. Purchasing a vehicle is an important investment and should not be taken lightly. When deciding whether to purchase a vehicle, a decision must be made about how much money from the trust will be spent, and how to pay for ongoing expenses: gas, taxes, maintenance, and repairs. You will also be responsible for maintaining auto insurance coverage to comply with state requirements. Always shop around to get the best possible deal new or used.**
  - Send a signed copy vehicle purchase information sheet, Agreement for Motor Vehicle Purchase for AFT Beneficiary with a Disbursement Request Form to AFT office
  - If approved, please follow the following steps
  - Please note that once all information is received and approved by AFT Disbursement Committee it may take up to 2 weeks for a disbursement to be processed.
- 2. Fill out a Vehicle Purchase Information Sheet**
  - Provide the name of the dealership, address, contact person and a telephone number. If you are purchasing a used vehicle from an individual, 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.*
- 3. Provide a copy of Buyer's Agreement, including Warranty information (If used vehicle, a CARFAX Vehicle History Report and provide proof of the value of the car. This may be an Edmonds report, Kelly Blue Book report or NADA report. If none of these are obtainable, a written appraisal by a car dealership on dealership letterhead may be considered.)**
- 4. Provide a copy of valid driver's license**
  - A Beneficiary must have a license in order to buy a vehicle. The Disbursement Committee 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.
- 5. Proof of insurance is required**
- 6. A lien must be placed on the title of the vehicle**
  - The lien must be in the name of Alabama Family Trust FBO (Life Beneficiary) for the amount equal to the funds paid by the trust.