



REQUEST FOR VEHICLE DISPOSAL

Instructions:

Subrecipients requesting to dispose of a vehicle which has reached the end of its useful life must complete this form and submit it via email to incog. Upon incog approval, the subrecipient and/or organization will then receive a lien release from incog along with instructions on the disposal process.

Contact Information:

Organization Name:	
Address:	
Phone:	
Email Address:	

Vehicle Information

Vehicle Make/Model/Year	
Vehicle Identification Number (VIN)	
Current Odometer Reading	
Reason for Disposal Request	
Relevant information concerning the vehicle (damage, incidents, etc.)	

Please note: If the disposed asset has a fair market value of \$5,000 or more, the Federal share of the proceeds must be returned to FTA via INCOG. This will be 80% of the total proceeds from the sale of each vehicle; the payment will be made through a reduction in your next reimbursement request for your next new vehicle.

I certify the vehicle information is accurate and complete:

_____ **Signature**

_____ **Date**

_____ **Printed Name**

State Agency Authorization (Office Use Only)		Transfer: <input type="checkbox"/> Yes <input type="checkbox"/> No
INCOG Approval of Disposal Request		
_____ Name of INCOG Official	_____ Approval Date	_____ Date Lien Release Receipt Sent to Subrecipient/Organization