

How To Pay For Your Auction Lots

Thank you so much for taking part in the *Potters for Clay College Pot Auction* and congratulations on your winning bid(s). The following is a guide to paying for your winning lots and how we can maximise your support if you are a UK tax payer.

Part 1 – Your Winning Bids

- a) Make a note of all of your winning lot references and Potters/Donors names as well as the RRP of the lot and your winning bid. All these can be found within the post from each potter/donor on Facebook or by using the “winning bids” spreadsheet in Group File on Facebook
- b) Use this information to complete the attached payment form

When complete total the Winning Bid amounts. This is the amount you need to pay.

Part 2 - Payment

The Winning Bid Total is the amount that will need to be **paid to Adopt a Potter Trust** following the close of the auction on Monday 10th April 2017 at 15:00 (BST). **This needs to be paid direct to the charity within 14 days by Tuesday 25th April. Please complete and include the attached form with your payment if paying by cheque. If paying by BACs or PayPal please complete and email the form to claycollegeauction@gmail.com**

BACs payment: Please make the payment to Adopt a Potter Trust, HSBC Bank, sort code 40-01-04 a/c 91544632. Use your name as reference for the payment.

Cheque: Please make cheques payable to **ADOPT A POTTER TRUST** (writing your name on the back) and return to Lisa Hammond, Clay College Pot Auction, Maze Hill Pottery, The Old Ticket Office, Woodlands Park Road, Greenwich, London SE10 9XE.

Online Payment: Visit the Adopt a Potter website and under the Clay College tab you will find a link to our PayPal account <http://www.adoptapotter.org.uk/clay-college.htm> **n.b The ‘donation’ amount on PayPal should be the total of all your Winning Bids.**

Confirmation: Once you have paid for your auction lot(s) please fill in the attached Payment Form and email to claycollegeauction@gmail.com. You will also need to include your preferred mailing address for delivery of the pots (if applicable) and an email address or phone number in case we need to contact you. If you are a UK taxpayer also include your completed Gift Aid Form. Details of how to complete this are attached below.

Postage – Please **do not** include postage totals (if appropriate) in the amount you pay Adopt a Potter, this will need to be arranged direct with the potter or donor whose lot you won.

Once we have received confirmation of payment we will notify the potter/donor with your delivery details.

Part 3 – Gift Aid - If you're a UK Tax Payer please read.

We are not able to claim Gift Aid on your full winning bid; however, it is possible for your payment to be split between an amount to ‘buy’ the item and an amount that can be treated as a ‘donation’.

To calculate the Donation Amount on which Gift Aid can be claimed, please total everything in the ‘donation’ column of the Payment form.

This total amount should then be entered in the space provided at the top of the Gift Aid Form (once you have ticked the box agreeing to gift aid your donation).

If there is no RRP it is unlikely we can claim Gift Aid.

Please email claycollegeauction@gmail.com with any queries.

Potters for Clay College – Auction

Successful Bidders' Payment Form

To: Adopt a Potter

- Please find enclosed a cheque for £.....(made payable to Adopt a Potter Trust)
- Or: I have sent a BACs payment of £..... to Adopt a Potter Trust (HSBC Bank sort code: 40-01-04 account number: 91544632 ref. (your name).....)
- Or: I have made an online payment to Adopt a Potter via Paypal for £.....

Please tick one of the above boxes

This is payment for the items listed in the table below:

Lot Reference	Potter / Donor and name of piece	RRP (If applicable) £ a	Winning Bid £ b	Donation Amount (b-a) (write 0 if negative)	Gift Aid Y/N**
	Total		£	£	

** If Yes to Gift Aid please fill in the attached form.

Please send my pot to:

Name.....

Address.....

.....

.....

Post code:.....Country.....

Email..... Telephone.....

Potters for Clay College Auction

Adopt a Potter Gift Aid Declaration

In order to Gift Aid your donation you must **tick** the box below:

I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to Adopt a Potter

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home Address

_____ Postcode _____

Date _____

Please notify the charity if you:

- **Want to cancel this declaration**
- **Change your name or home address**
- **No longer pay sufficient tax on your income and/or capital gains**

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please pay via

- **BACs to Adopt a Potter Trust (HSBC, sort code:40-01-04 ac 91544632 ref. (your name))**
- **or make cheques payable to ADOPT A POTTER TRUST.**
- **or to our PayPal account <http://www.adoptapotter.org.uk/clay-college>**

When completed, please return one copy with your donation to:

Lisa Hammond, Adopt a Potter Trust, Maze Hill Pottery, The Old Ticket Office, Woodlands Park Road, Greenwich, London SE10 9XE. For further details visit www.adoptapotter.org.uk or email claycollegeauction@gmail.com

Adopt a Potter - Charity Registration No: 1130164

Please Complete For Reference

1. Item Ref(s): _____
2. Winning Bid(s) Total £ _____
3. RRP Total: _____
4. Donation Total £ _____