

What to do when you have finished using the collection pots?

1. Please remove the security sticker and the white money slot from the top of the pot (you can use a coin to lift the outer rim).
2. Empty the pot and count the money, then pay the money into your bank account. **Please do not send cash in the post under any circumstances.**
3. Either donate the money to your online fundraising page OR write a cheque payable to **Walk the Walk Worldwide** covering the exact amount and write your name and address on the reverse side of the cheque.
4. If you want to use the pot again, replace the white money slot and use one of the extra security stickers provided to cover it.
5. If you have finished using the collection pot, fill out the amount collected section on the tear off slip at the bottom of this document.
6. Place the pot(s) into the grey addressed plastic bag provided, together with your cheque and the completed tear off slip below and post the envelope.

✂-----
 Please tear off this slip and return it together with your cheque and the collection pot(s) in the self addressed plastic envelope provided.

Name			
Address			
Pot number(s) (Found on the bottom of the pot)			
Event (Please tick)	The MoonWalk London <input type="checkbox"/>	The MoonWalk Scotland <input type="checkbox"/>	Other (Please specify):
How did you fundraise? (Please tick)	Individually <input type="checkbox"/>	As a team* <input type="checkbox"/>	Team name if applicable:
Amount collected with collection pot(s) (Please tick)	£	Cheque Included <input type="checkbox"/>	Donated online <input type="checkbox"/>
I would like to Donate my deposit to Walk the Walk (£5 per collection tub returned) (Please tick)		Yes** <input type="checkbox"/>	No <input type="checkbox"/>
** I would like Walk the Walk to reclaim tax on my donation (this is for the collection tub deposit only). I understand that to do so I must have paid more income or capital gains tax than the amount the charity can reclaim. (Please tick)	<i>giftaid it</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If you have fundraised as a team, and would like the money to be split between you and your team mates, please state the full name and post code or walker numbers of all team members on the back of the cheque.