

## Auction Payment and Pick-Up Procedure

### Payment

PayMac, a third-party payment processing company, receives and processes **ALL** payments for *City of Port Townsend*.

Payment may only be made online by credit card, or by wire transfer. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED!**

If you choose to pay with a credit card, please follow the instructions below. The credit card limit per transaction is \$4,000.00. For payments larger than this amount, follow the instructions listed under Wire Transfers.

### Sales Tax

Applicable sales tax will be added to the amount due unless the buyer has provided a valid tax-exempt certificate to *City of Port Townsend* prior to payment.

### Partial Payments

There will be NO partial payments allowed for an auction. All auctions must be paid in full by the specified payment process. For example, you WILL NOT be able to pay partially for an auction by Credit Card and pay the remainder by another payment method, such as a wire transfer.

### Credit Cards

Login to the Public Surplus site. Click on "**My Stuff**" and then click on "**Past Bids**". Click on the description of the auction and then click on "**Pay Online**" link located on the right-hand side of the screen. Follow the steps to complete the transaction. A receipt will be emailed to you once the payment has cleared.

### Wire Transfers

For payments over \$4,000.00, a Wire Transfer is required. If you need to do a wire transfer please email support at **buyersupport @publi csurplus.com** asking for wire instructions or request the instructions via live chat. These instructions will be emailed to you. You can also find these instructions online under the "Help" tab when logged in and then selecting the "Wire Transfers" category. Please follow them exactly to allow for prompt payment. **Wire transfer can take up to 2 business days to be received and posted. Do not attempt to pick-up your item until you have received notification that the wire transfer has been received.**

### Pick-Up Procedures

You will be notified upon receipt of payment. You may then contact the responsible party listed for the auction item and arrange for a mutually convenient pick-up time. Be sure to bring with you to the pick-up location (1) the "Notice of Award," (2) the "Paid Receipt" and (3) personal identification (such as a Driver's License). **You must present all three identification items at the scheduled pick-up, or the auction item(s) will not be released to you.**

If you are picking up an item for someone else, you will need all of the items listed in #1 (photo copies are acceptable), plus a note from the designated "winning bidder" specifically naming you an authorized representative, along with your own identification. In addition, you must arrange for the winning bidder to send an e-mail from the winning bidder's e-mail address used for the auction stating that you are authorized to pick-up the item.

### **Removal**

Buyer must remove auction item(s) from the agency's premises **within ten (10) business days** after the time and date of issuance of the Notice of Award. If the Buyer, after making payment for an item, fails to remove the item within the specified time, the agency reserves the right (1) to retain all payments; and (2) to dispose of the item through another auction or otherwise. Successful bidders are responsible for packing, loading, removing and transporting of all property awarded to them from the place where the property is located as indicated on the website and in the Notice of Award. The Buyer must make all arrangements and perform all work necessary, including packing, loading and transporting of the property. Under no circumstances will **City of Port Townsend** assume responsibility for packing, loading or transporting.