

# Hannah's Closet Children's Consignment Sale

## Consignment System FAQs

### What consignment system does Hannah's Closet use?

My Consignment Sale (MCS)

### I'm a new consignor. What should I do?

Go to <http://www.MyConsignmentSale.com/hannahwp> and click JOIN on the left side of the page. Enter your personal info and password. You will receive an email with your consignor number and directions to login. Be sure to **check your junk/spam folder** if you don't see the email in your inbox. It may take **up to 4 hours** to receive this email. Once you've created your account, you can add items to consign, drop them off at the designated times during the sale week and track your sales by logging in to your account. Also, check out the consignor fact sheet at <http://fumcwp.org/hannahscloset/> for tips on preparing your items for consignment.

### I'm a returning consignor. What should I do?

Go to <http://www.MyConsignmentSale.com/hannahwp> and login with your MCS consignor number and password. If you have forgotten this information, click *I forgot* on the left side of the page and follow the prompts. If the system indicates it is sending you an email with login information, be sure to check your junk/spam folder if you don't see the email in your inbox. Remember, It may take **up to 4 hours** to receive this email. If the last time you consigned was 2018 or prior, you will need to create a new account using the instructions for new consignors.

### I'm a returning consignor but the last time I consigned was 2018 or prior. Can I use my old tags to consign items I've saved from previous Hannah's Closet sales?

Yes! Please contact us at [hannahsclosetwp@gmail.com](mailto:hannahsclosetwp@gmail.com) for details.

### I'm a returning consignor. Do I need to do anything to activate or use my existing MCS account for the current year's sale?

Yes! Please do the following...

- Agree to the updated Terms of Service. Agreement is required annually. Please read thoroughly. Terms of Service are updated annually.
- Review your existing inventory list and check the "A" column (between "D" and "PC") for any items you are selling again this year. Doing this will update your inventory to include any previous inventory you wish to sell.

### How do I access my list of items for pickup

- Log in to your account
- Select Consignor on the left sidebar menu
- Scroll down to item information
- Click "print available items list"

### Am I taxed on my earnings as a consignor?

All consignors who earn \$600 or more will be required to submit the IRS form W9 to FUMCWP in order to receive your check. The church will then send the appropriate IRS 1099 form to the consignor for the tax year during which the sale took place.

If consignors wish to lower their earnings to \$599.99 or below, they may request in writing an amount of their earnings to be donated to the church. The consignor will then receive a check for the remaining dollar amount. If the consignor amount is less than \$600, a W9 is not needed and the church would not submit tax forms on these earnings. The church can then send a donation receipt for the amount donated, which the consignor may include in their tax return.