~ Sale Reporting Form Instructions ~

INSTRUCTIONS FOR REPORTING SALES

For Mountainside Art Guild
General and Exhibiting Members

Accounts will be paid on the 1st and 15th of each month; Sales Reporting Forms may be turned in by mail or at the meetings, however, checks will not be issued at the meetings.

1. **Use the Sale Reporting form when reporting sales to MAG. Money sent without this form will be returned to the artist for inclusion of the proper paperwork.**

2. **Send FULL amount of sale (sale price + sales tax). You will be issued a check for the amount of sale, minus sales tax and appropriate commission or fee.**

3. **If sales tax has not been collected, you must pay it yourself by including it with your submittal to MAG.**

4. **Checks from buyer should be made out to: "Mountainside Art Guild". If the check has been made out to the artist, please do not send it to MAG. The bank is no longer willing to accept a 2-party check, so please send a new personal check or money order payable to "Mountainside Art Guild" for the full amount, including sales tax, to the Treasurer.**

5. **If you receive cash for a sale, send a personal check or money order for the TOTAL amount, including sales tax, to the Treasurer.**

6. **Commission for most sales will be deducted by the Treasurer from your payment. EXCEPTIONS: If the show place requires its own commission, please pay them the commission and state that you have done so on your sales report form.**

Sales for locations that are not Guild-sponsored shows can also go through MAG books, if you wish, as long as it is in a location where we have a sales tax license. There is a $2.00 Fee for this service. Currently MAG is licensed in Arvada, Boulder, Denver, Golden, Lakewood, Northglenn, Thornton, Westminster, Wheat Ridge, and unincorporated Jefferson County.

To report a sale from a monthly Mountainside Art Guild show
or from a non-Guild show or personal sale,
print out - Sales Reporting Form- fill it out, and send it to
the Treasurer accompanied with the sale price and sales tax amount.