

How to take photos and rename them, take credit cards, ship art to customers, pay sales tax, and where to send donations

We will hold a Help Sessions on the last Wednesday of the month at 4:30 before the Introduction to the Guild and our Website which starts at 5pm. If you need help with preparing your photos for an application to our website, a show or contest, first read the piece on “How to resize and rename photos for the GBA website, Guild shows & publicity” How to resize and rename photos (Mac/PC) V3.pdf which you will find at BerkshireArtists.org/resources and then attend the Photo Editing sessions the first Tuesday of the month, 1:30-2:30 on zoom. We will record these and have it available on our private Facebook page: “Guild of Berkshire Artists Members” under Media, Videos or Photos. You can refer to it again when you sell a piece of work. How to rename a jpg, take credit cards, take photos, ship your work and pay sales tax. If you have a specific question, please email BerkshireArtShow@gmail.com BEFORE the last Wednesday of the month.

How to take photos of your work: Make sure the work is parallel with your camera. Easiest way is to put your two-dimensional work on floor flat and use an iPhone or other smart phone to take the photo about 2-3 feet away. iPads are very hard to hold straight. Make sure that there is NO SHADOW on the work. Omit your frame or mat or excess from your floor from the photo. Take many photos. Then pick the best photo. Click “Edit” and select the edit tool for framing (looks like a frame) and move the frame around to eliminate the excess floor or frame on the work. Rename your photo with your last name, then your first name and the name of your work. Then forward your photo with the filled-out Call for Art form on the Call for Art Registration form and three photos and your artist statement to BerkshireArtShow@gmail.com by 5pm Thursday April 28. On Tuesday Jan. 12, 2021 Janet Pumphrey gave a seminar on Snapseed, a free app for Apple or generic smart phones. Download the app right away and try it out to edit your photo without losing quality of your photo. The video is available at berkshireartists.org/videos

Take payment by credit card: You can do a lot with Square: accept credit cards, power your business with the free point-of-sale app, get real-time sales reports, and much more. All this with no sign-up costs or long-term contracts. And they help you keep track of your sales tax! Many people regularly used Square before the pandemic. You can ensure that you are getting paid for your art and not wait weeks for a check! Plus, your first \$1,000 in credit card transactions within the first six months are processed free when you sign up with our link:
https://squareup.com/t/f_referrals/d_dashboard/p_navbar/c_email/dt_web?route=signup%3Fsignup_token%3DBERKARTIST%26lang_code%3Den-US
You may also use another payment system which you can set up yourself with PayPal, etc. We will hold a Best Practices panel discussion on Payment Systems led by David Honneus on June 7, 2022 at 3pm on Zoom which will be available afterwards at BerkshireArtists.org/Videos

Shipping and packing help: We expect most sales will be local. But you can use local shipping and packing stores to help. Keith Emerling found that, if you gave the weight and dimensions (HWD) and where the package was going to, The UPS Store #655 at 180 Elm St in Pittsfield 01201 across from

Flynn's Pharmacy and Berkshire bank could give you a quick estimate of cost. Jenna has contacted them, and they will help us. You do NOT have to frame work! It will be easier to ship and safer for you during the pandemic and the buyer can pick out their own frame. Just SAY Unframed, unmatted on the form or if a photo, "digital only." For the local UPS store in Pittsfield: 413)448-2568 Fax:(413)448-2563 Email: store0655@theupsstore.com You can use United States Postal offices also but they may not help you pack.

Help to pay sales tax in your state. for MA 6.25%;

NY: 4% plus local; CT: 6.35%, RI: 7%, VT: 6%.

Google "How to pay sales tax in" put in the name of your state.

For Massachusetts:

<https://www.mass.gov/how-to/create-your-masstaxconnect-individual-account>

<https://www.mass.gov/info-details/making-payments-in-masstaxconnect>

Return filing requirements in MA. Payment due on \$100(tax only) or less pay Annually due 20 days after the end of the filing period -i.e., Jan. 20. MassTaxConnect, Form ST-9 due with return. From \$101 up to \$1,200, Quarterly due 20 days after the end of the filing period -i.e., April 20, July 20, October 20, and January 20 with return.) For tax of \$1,201 or more, pay monthly due 20 days after the end of the filing period -i.e., February 20 for January filing.

The Guild expects you to donate 10% of your sale to continue the work of the Guild you can mail a check to GBA, PO Box 147, West Stockbridge MA 01266

Donation address for medical and food pantry help to 501c3 organizations send Checks to Berkshire United Way, 200 South St. Pittsfield, MA 01201 Phone:(413) 442-6948 Fax:(413) 442-5050.

*COVID-19 Emergency Response Fund for Berkshire County