

## Closing the Sale: Point of Sale information

How to accept payment is the artist's individual choice. Some points to consider:

**Handling sales tax.** Current sales tax, which you report to the state as Gross Receipts Tax, for Santa Fe County is 6.8750%. Some options:

- You can include the 6.8750% in your overall price. This is easy—but you need to keep a record so you can report and pay the correct amount later when you file your GRT.
- You can add the 6.8750% when you ring up the sale. If you use a Square to take a credit card payment, you can program Square in advance to add that tax to every sale so you don't have to do the math for each sale.

**Cash:** Some buyers like to pay cash for small ticket items. If you take cash, and you add sales tax to your price as you ring up the sale, be prepared to make change. You might want to round up the sales tax so you don't have to deal with coins. Have plenty of singles, fives and tens on hand.

**Check:** Totally up to you whether to accept personal checks, and what information you would like the buyer to include on the check.

**Credit cards:** It is highly recommended that you accept payment by credit card. People are more likely to spend more and to buy larger-ticket items with a card. Yes, there is a processing fee from the card merchant of 2.75% or more, but most artists find it more than pays for itself in increased sales and convenience. (You can build that extra fee into your prices.)

Many artists use squareup.com to handle credit card sales. <https://squareup.com/us/en?v=all>  
You need to purchase a card reader from squareup and set up an online account with them.