

## Use of FCCA's CREDIT CARD MACHINE

### By Member Artists

As a member service, member artists may use the FCCA's credit card machine for art sales at events outside of FCCA. FCCA accepts VISA and Mastercard. This service allows artists who do not otherwise have credit card capability to make credit sales. The artist will record the sales manually on credit card slips, which can be obtained from FCCA. The credit card slip requires the following information:

1. The purchasers name and address (you may also wish to include a telephone No);
2. The credit card number and expiration date;
3. The amount of the sale and sales tax (if required). VA requires a 5% tax on all sales within the state. Taxes for sales outside of the state should not be charged on the slip and are the responsibility of the artist to collect and report.

After the sale is completed and at the earliest convenience to the artist, the information of the credit card slip should be called into the docent on duty at FCCA, who will enter the information on the credit card slip into the credit card machine. FCCA will report and remit VA sales tax to the state for the artist. As soon as is convenient, the artist should return the credit card slip to the FCCA treasurer in order to claim sale. The treasurer will write a check to the artist for 90% of the sale(s) (exclusive of sales tax). The FCCA shall retain 10% to cover transaction fees levied by the bank and the credit card company.

Below are listed the requirements for using the credit card system for remote sales:

1. The Artist must be a current member of FCCA in good standing;
2. The amount of the sale must be \$100 or more (excluding sales tax);
3. The artist must call in the sale(s) within 24 hrs. of the purchase;
4. Only VISA and MC are accepted;
5. The artist must include VA sales tax if sale is made in Virginia;
6. The artist is responsible to other states for collecting, reporting and remitting sales tax;
7. The artist must submit the completed credit card slip to the treasurer in order to receive a check from FCCA for the sale;
8. The use of the FCCA credit card for sales may not be extended to other artists/individuals who are non-FCCA members.