

# How to get a GET License in Hawaii

*The following instructions are meant to help WAC artists find out how to get a GET license – it is not meant to be legal advice. It is the responsibility of the artist to do their own research and follow through with the process. If you have any questions, you should check with your own accountant.*

In order to be a participating gallery artist and sell your artwork in the Firehouse Gallery, you must have a General Excise Tax (GET) license and pay GET taxes on any sales you make. The Waimea Arts Council does not collect or pay GET taxes on sales made by artists – your artwork remains your property at all times and is never considered the property of WAC. You should consider the 4% tax you will have to pay for retail sales and include it in the price of your artwork. It is the responsibility of the artist to keep a record of their sales during the year – you will be sent a monthly accounting with your check when there are sales.

If you don't have a GET license, here is the process:

## **Getting the license:**

Go online to [www.hawaii.gov](http://www.hawaii.gov) and near the top, click on "Business", then "Tax Services", then "Hawaii Tax Forms" and "Go to Page". Click on "Hawaii Tax Forms by Form number" and, under the B section, click on BB-1 packet. This will give you the forms to fill out. You can fill out the form online following the instructions included, print it out and mail with \$20 one time fee to Hawaii Dept. of Taxation, PO Box 3827, Honolulu, HI 96806-1425. Be sure to include the voucher form VP-1 included in the packet.

## **Paying the tax:**

For complete information on filling out and filing the periodic GET forms, go to the same area as above – when you get to the list of forms, you are looking for forms G-45 and the annual reconciliation for G-49. G-45/49ins will give you all the instructions on who must file and how to file, etc. Depending on the amount of taxes due in a full year, you can file your taxes monthly (over \$4000 per year), quarterly (less than \$4000 per year) or semi-annually (\$2000 or less per year). You must file a tax return each time even if you don't owe any taxes.

Tax forms (G-45) and payment are due on the 20th day of the month following the close of your filing period, thus if you pay semi-annually and you use a calendar year as your accounting year, you must file on July 20 and January 20. In addition, you must file an annual form (G-49) that is due on the 20th day of the 4th month after the close of your year end filing period, or in the case above, April 20. An easy way to remember the annual form is simply to file it with your final quarterly or semi-annual form. Generally, there is no tax due with the G-49 and you can just put it in the same envelope – thus it is done and you won't forget it. You can get the forms online by going to the G section of list described above, and clicking on G-45 and G-49 in the alphabetical list. You will also find a packet of instructions for both forms in that list.

Depending on your computer, you can either fill it out online and then print and mail in, or print a blank form and fill it out by hand and mail. Once you've done it once, it is a very simple form to fill out and file each period. If you need help, you can contact the Hawaii Dept. of Taxation toll free at 1-800-222-3229 or go to [www.hawaii.gov/tax](http://www.hawaii.gov/tax).