**Designer Sales Forms**

**Required U.S. Designer Taxation Forms:**

If you are a designer in the United States, you will need to complete a [Form W-9](http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3) before you can receive payment. Upload your signed W-9 form [here](http://www.saatchiart.com/accounts/upload-tax-form).

**Required Non U.S. Designer Taxation Forms:**

[Form W-7](http://www.irs.gov/pub/irs-pdf/fw7.pdf) and [W-8BEN](http://www.irs.gov/pub/irs-pdf/fw8ben.pdf) If you are a non - U.S. resident/designer living outside of United States, you will need to complete the following forms before you can received payment from GEMZ.Gallery.

**Submitting to the Internal Revenue Service**

You can submit your documents to the Internal Revenue Service by 3 methods: mailing your return, Form W-7 and proof of identity and foreign status documents to: Internal Revenue Service Austin Service Center ITIN Operation P.O. Box 149342 Austin, TX 78714-9342; using the services of an IRS-authorized [Acceptance Agent](http://www.irs.gov/individuals/article/0,,id=96304,00.html) in your country; visiting an IRS [Taxpayer Assistance Center](http://www.irs.gov/localcontacts/index.html). Please note that without an ITIN and a completed IRS Form W-8BEN on file at GEMZ.Gallery, we will be required to deduct a 30% US withholding tax from earnings payable to you.

If you have trouble uploading your tax form, email us support@gemz.gallery.