Add a Tax Area

=	Тах					
State County City			Q Search			
100 Woodstock GA, Cherokee County	200 Paulding GA, Paulding County	300: Smyrna Smyrna, GA GA	400: Alpharetta Alpharetta GA, Fulton County			
County 114 POS	County 18 POS	State 150 POS	County 693 POS			

• From the Taxes page, select the Add a Tax button at the top right

• A new window will pop up

.≡	Cancel	- State tax	Next		Add Tax
State County City	Code	State tax		Q Search	
100 20 Woodstock Pa GA, Cherokee County GA	Description			400: Alpharetta Alpharetta GA, Fulton County	
County 114 POS	State) POS		693 POS
678 68 Kennesaw M GA, Cobb Gv	31 arie Taxes: A, C	+ Add tax county		825 Asheville NC, Buncombe County	
(County) 31 POS	Lity_	+ Add tax	I POS		111 POS
Atlanta Bu ITP Bu GA, Fulton County GA	uck A, F			CP ATL College Park GA	
(County) 211 POS	Coui		POS	State	12 POS

- The only required fields are **Code** and **Taxes**: (Tax Rules)
 - A **Tax Code** is not auto-generated, but it can be anything you want
- Here are the **Tax Area** fields and how they display on the **Taxes** page:



<	Cancel City Tax Next	•
	Code	
LASTDMM Louisiana State Tax Price includes tax	Description	Assign POS
Vending	Alpharetta	Edit
All	State	Archive
LAF Lafayette-City Price includes tax	GA	
Vending	County	
All 4.00%	Fulton County	
Points of sale	City Alpharetta	
Louisiana Physician Corp 4215 Can Soda-Employee Breakroom	Taxes:	Unknown route
LHC-E St Mary Blvd 9535 Snack-2nd Floor	AMM1 (Alpharetta micromarket tax)	Unknown route
Marshalls-Lafayette (Ambassador) 6654 Snack-Breakroom		Unknown route
Crazy Charlie's Shoes 124D Bottle-BrkRm		Unknown route

How to add a Tax Rule

• Select the + Add Tax button

<	C ,		•
	←]	
LASTDMM Louisiana State Tax Price includes tax	Code		Assign POS
Vending	Description		Edit
All	Tax rules:		Archive
LAF Lafayette-City Price includes tax	Vending Micromarke	et Delivery	
Vending			
All 4.00%		+ Add tax rule	
Points of sale	Price includes tax	0	
Louisiana Physician Corp 4215 Can Soda-Employee Breakroom	🗸 Done		
LHC-E St Mary Blvd 953S Snack-2nd Floor			
Marshalls-Lafayette (Ambassador) 6654 Snack-Breakroom			
Crazy Charlie's Shoes 124D Bottle-BrkRm			

• Again, the Code and Description can be anything you want them to be

<					•
	← Tax Rule Code				
	Code	Code			
LASTDMM	Tax Ru	le Code			Assign POS
Louisiana State Tax Price includes tax	_ Descripti	on			
Vending	Tax Ru	le Description			Edit
All					Archive
LAF	Tax rules				
Lafayette-City Price includes tax		Vending	Micromarket	Delivery	
Vending	All	•	•	5.00% >	
All 4.00%					
Points of sale				+ Add tax rule	
Louisiana Physician Corp 4215 Can Soda-Employee Breakroom	Price ind	cludes tax			
LHC-E St Mary Blvd 9535 Snack-2nd Floor			✓ Done	_	
Marshalls-Lafayette (Ambassador) 6654 Snack-Breakroom					
Crazy Charlie's Shoes 124D Bottle-BrkRm					

<		
	Cancel City Tax	Next
	_ Code	
	400: North GA	
LASTDMM		Assign POS
Louisiana State Tax Price includes tax	Description	Edit
Vending	Alpharetta	Edit
All	_ State	Archive
LAF	GA	
Lafayette-City Price includes tax		
Vending	County	
All 4.00%	Fulton County	•
	City	
Points of sale	Alpharetta	•
Louisiana Physician Corp		
4215 Can Soda-Employee Breakroom	Taxes:	Unknown route
LHC-E St Mary Blvd	AMM1 (Alpharetta micromarket tax)	•
9535 Snack-2nd Floor	Tax Rule Code (Tax Rule Description)	O Unknown route
Marshalls-Lafavette (Ambassador)		
6654	+ Add tax	Unknown route
Snack-Breakroom		
Crazy Charlie's Shoes		
Bottle-BrkRm		Unknown route

- Select the + Add Tax Rule button
- Select the **Product Family** this tax rule will be applied to
- Select the red arrow beneath Vending, Micro Market, and/or Delivery to add the Tax Rate or Amount

		~ ~			
	÷	Тах	Rule Code		
	Code —				
IM	Tax Rule	e Code			
a state tax includes tax Vending i	Tax Rule	e Description			
e-City Price Includes tax		Vending	Micromarket	Delivery	
Vending	All	*	•	•	
4.00%					
fsale				 Add tax rule 	
a Physician Corp	Price inc	ludes tax			
a-Employee Breakroom					
t Mary Blvd			Done		Unknown route

<	T 100 N 1 Ch	
	← All - Delivery	
	Rate O Amount	
LASTDMM Louisiana State Tax Price includes tax	5 %	Assign POS
Vending		Edit
All	✓ Done	Archive
LAF Lafayette-City Price includes tax		
Vending		
All 4.00%		
Points of sale		
Louisiana Physician Corp 4215 Can Soda-Employee Breakroom		
LHC-E St Mary Blvd 9535 Snack-2nd Floor		
Marshalls-Lafayette (Ambassador) 6654 Snack-Breakroom		
Crazy Charlie's Shoes 124D Bottle-BrkRm		