



## How do I setup my Prices exclusive of Tax?

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1. Open your shop in ShopFactory
2. Click -> Central -> Taxes

Tax Wizard

Here you enter the tax details and define, to which products the tax should be automatically applied.

- > **Name of Tax:** This tax name will be shown to your customers.
- > **Tax rate:** This is the tax rate you will charge in percent of the price. ShopFactory uses this rate to automatically calculate the taxes.

Name of the tax: VAT

Enter the tax rate: 17.500%

Tax applies to

Apply the tax to shipping

all existing and new products

all existing products

create tax only

all new products

Where does the tax apply?

United States

United States, California

United States, California, Los Angeles

Other region

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3. Enter the tax label in Name of Tax Like VAT

Enter the Tax Rate 17.5%

Choose "all existing and new products"

Then choose United States in Where does the tax apply and click Next

4. The next window will display

Tax Setup Final

**These are the details of the tax you have set up. Please define if this tax is included in all prices in the shop.**

You can also set up, if you allow customers to use their tax exemption number to avoid paying tax to you.

▶ **Enable 'Tax exempt' Listing:** If this option is selected customers can enter a tax exemption

Name of tax: VAT

Tax rate: 17.500%

Tax applies in: United States

Text displayed with product (incl. VAT):

Text displayed with product (excl. VAT):

Allow customers with Sales Tax exemptions to remove sales tax from charges

Prices include this tax

Add this tax on other taxes

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5. Untick the box "prices include this tax" and click Finish.

This ensures your prices do not include tax and that Tax is only added at Checkout page.