



## How do I setup Tax (GST) for Australia?

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In Australia GST applies to Goods and Services at the rate of 10%.

Since GST applies to Services it means that it also applies to Shipping.

No tax applies to any goods exported outside Australia.

Tax is always included in the price.

Exceptions exist so if you are unsure visit [www.ato.gov.au](http://www.ato.gov.au) for more information.

This is how you set it up in ShopFactory.

1. Open your shop in ShopFactory , click -> Central -> Tax

2. Follow the steps in the diagram below

**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 **1**

Enter the tax rate **2**

Tax applies to

☐ Apply the tax to shipping **3** ☒ all existing and new products ☐ all new products

☐ all existing products

☐ create tax only

Where does the tax apply?

**4** ☒ Australia ☐ Other region

☐ Australia, Victoria

**5**

3. On the next screen make sure "Prices include tax" is ticked

"Allow customers with sales tax exemptions to remove sales taxes from charge" is unticked (there may be exceptions)

Text displayed with Product : "inclusive" or something descriptive

**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: GST

Tax rate: 10.000%

Tax applies in: Australia

Text displayed with product (incl. GST): inclusive GST

Text displayed with product (excl. GST): exclusive GST

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

☒ Prices include this tax

☐ Add this tax on other taxes

< Back Finish Cancel Help

4. Click the Finish Button

5. Make sure "Apply tax on products to shipping and handling charges" is ticked. and Click Ok

**Tax**

**Taxes**

Here you set up the taxes you must collect from your customers.

A tax consists of a Name, a tax rate and a region in which it applies. We also need to know if a tax is included in the price of a product or not.

► **Available:** These are the taxes you can either automatically or manually assign to a product. If no taxes are listed, click on to create a new tax.

Tax name: GST Tax rate: 10.000% ☒ Product prices include tax

Applies in: Australia

Available

Name	%
GST	10.000

☐ Show prices inclusive AND exclusive of tax

☒ Apply tax on products to shipping and handling charges

+ - x

OK Cancel Help

6. That's it your GST is setup. It will now apply 10% GST to all products & shipping for anyone in Australia and remove tax from the Product price for any other country.