

## **Volusion Layout Information**

**Tax ID** – This is an auto-generated value created by the Volusion Store.

**Tax Default** – Set the tax rule to be the default value applied to a customer's cart if they have not yet defined shipping information. For use with certain Value Added Taxes.

### **Ship to Location –**

**Tax State SHORT** – This field is reserved for the 2 character code used to identify which state or province the tax rule will apply to. For example, enter NY for New York or SK for Saskatchewan.

**Tax State LONG** – This is simply the formal name of the state or province your rate applies to.

**Tax Postal Code** – This is an optional field if you need to charge different tax rates depending on what postal code the order is shipping to. For example, if you wish to charge 8.25% sales tax for postal code 12345 but 7.15% sales tax for orders going to postal code 54321, you can specify the postal code here.

**Tax Country** – Simply specify which country this tax rate should apply to in this drop down menu.

### **Tax Rates –**

**Is Vat** – Click this check box if you need the tax rate to be calculated as Value Added Tax. Be sure to check if you are required to charge VAT on your customers' orders.

**Tax1 Title** – This field will define the actual name of the tax rule as it presented to your customers in the shopping cart portion of your Volusion store.

**Tax1percent** – This is where you define the actual rate the tax rule will charge to customers' orders. For example, entering 8.25 will charge 8.25% of the customer's order as tax.

**Tax1 Ignore No Tax Rules** – This check box, when enabled, forces the Tax1 rate to override any setting for products or customers within the Volusion store that are configured as non-taxable.

**Tax2 Title** - This field is for the name for the second tax cost associated with the tax rule. This is essentially a tax applied to a tax. This setting is to fulfill certain countries' tax requirements depending on local taxation laws.

**Tax2 Percent** – This field contains the actual percentage for a second tax associated with this rule. This setting is used to fulfill certain countries local tax requirements.

**Tax1 2gnore No Tax Rules** – This check box, when enabled, forces the Tax2 rate to override any setting for products or customers within the Volusion store that are configured as non-taxable.

**Tax2 Include Previous** – This drop-down setting allows users to configure how the Tax2 rate will be applied to the order. The default option, Add to total only or NULL will calculate Tax2 based on the

order total. The second option, Apply to Total and Tax1 will calculate Tax2 for the order total with Tax1 added in.

**Tax3 Title** – This field contains the name for a third, additional tax cost associated with the tax rule. This setting is used to fulfill certain countries' local tax requirements.

**Tax3 Percent** – This is the actual percentage charged for the third tax cost associated with this tax rule.

**Tax3 Ignore No Tax Rules** – This check box, when enabled, forces the Tax3 rate to override any settings for products or customers within the Volusion store that configured as non-taxable.

**Tax3 Include Previous** - This drop-down setting allows users to configure how the Tax3 rate will be applied to the order. The default option, Add to total only or NULL will calculate Tax3 based on the order total. The remaining options will allow users to configure Tax3 to calculate for the order total Tax1, Tax2 or both Tax1, Tax2 or both Tax1 and Tax2 already added in.