

Table of Contents

Managing Taxes	2
Configure the Store Location (Zone)	2
Configure base taxes for a state	2
Adding a State (Zone Definition)	2
Adding a location (Sub Zone) to the State	3
Adding a tax rate to a State	3
Configuring Local Sales Tax	4
Adding taxes for a County (by Zip Code)	4
Adding taxes for a City (by name)	4

Managing Taxes

Zen Cart can be configured to handle taxes for online purchases. You should consult your local tax authority for tax advice as it relates to your business. A report of all taxes paid for a time period can be quickly retrieved by accessing "Admin" -> "Reports" -> "Sales Tax Summary".

Configure the Store Location (Zone)

If the wrong country or zone has been selected for the store, problems will ensue with the handling of taxes. After you have logged into the Zen Cart admin interface you can check and change these configuration settings. The settings for "Country" and "Zone" are found in "Admin -> Configuration" -> "My Store".

Tue, 05 Feb 2013 11:39:48 -0600GMT [192.168.23.61]Admin Home | Online Catalog

Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Admin Accounts

MY STORE

Title	Value	Action
Country	United States	
Zone	Minnesota	

Configure base taxes for a state

Tax rates can be defined for any number of zones. Each Zone can contain any number of geographical locations. Tax Zones can be configured by browsing to "Admin" -> "Locations / Taxes" -> "Zones Definitions" in the Zen Cart admin interface.

Tue, 05 Feb 2013 11:42:49 -0600GMT [192.168.23.61]Admin Home | Online Catalog

Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Admin Accounts

Locations / Taxes

Countries

Zones

Zones Definitions

Tax Classes

Tax Rates

Local Sales Taxes

LEGEND: ●: Taxes & Zones Defined ●: Zones Defined ●: Not Configured

Zone Name	Zone Description	Status	Action
MN	Minnesota	●	

Displaying 1 to 1 (of 1 tax zones)

Page 1 of 1

insert

Adding a State (Zone Definition)

New Zone

Please enter the new zone information

Zone Name:

MN

Description:

Minnesota

insert

cancel

1. Login to the admin interface and browse to "Admin" -> "Locations / Taxes" -> "Zones Definitions".

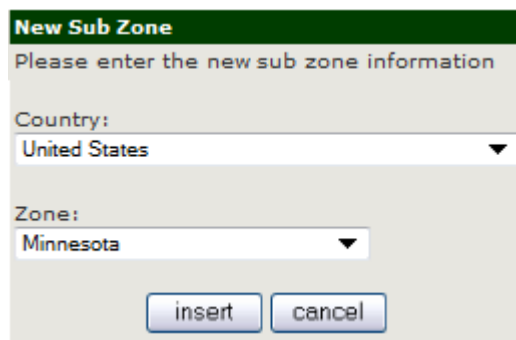
2. Click the "insert" button to add a new State (Zone Definition).

3. Enter the name of the State (ex: MN).

4. Enter the description for the State (ex: Minnesota).

5. Click the "insert" button when ready to add the new Zone Definition.

Adding a location (Sub Zone) to the State



New Sub Zone

Please enter the new sub zone information

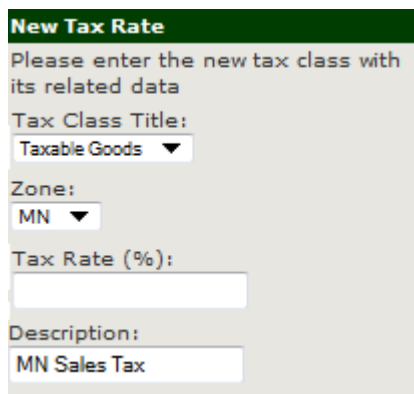
Country:
United States ▼

Zone:
Minnesota ▼

insert cancel

1. Login to the admin interface and browse to "Admin" -> "Locations / Taxes" -> "Zones Definitions".
2. Select the State (Zone Definition) you wish to add a location to.
3. Click the "insert" button to add a new location.
4. Select the desired location (ex: United States, Minnesota).
5. Click the "insert" button when ready to add the location to the state.

Adding a tax rate to a State



New Tax Rate

Please enter the new tax class with its related data

Tax Class Title:
Taxable Goods ▼

Zone:
MN ▼



Tax Rate (%):

Description:
MN Sales Tax

1. Login to the admin interface and browse to "Admin" -> "Locations / Taxes" -> "Tax Rates".
2. Click on "New Tax Rate" to add a new tax rate.
3. Select your Tax Class (ex: Taxable Goods) and Zone / State (ex: MN).
4. Enter the base tax rate for the Zone / State.
5. Enter the description for the tax rate (ex: MN State Tax).
6. Click the "insert" button when ready to add the tax rate to the state.

Configuring Local Sales Tax

Local sales tax can be configured in many different ways. In most US locations these are done by county and city. Local sales tax will be added to the state sales tax on the order. Customers (and the store) will be able to see the sales tax charged for their order.

ID	Tax Zone	Apply To	Look For	Tax Rate	Tax Description	Tax Shipping	Tax Class	Action
1	Minnesota	postcode	55101-to-55110;55112-to-55114;55116-to-55119;55125-to-55128;55421;55432;55449	1.0000	Ramsey County Tax	false	Taxable Goods	
2	Minnesota	city	St Paul;St.Paul;St. Paul;Saint Paul	1.0000	St. Paul Tax	false	Taxable Goods	

Displaying 1 to 2 (of 2 local taxes)

Page 1 of 1

Adding taxes for a County (by Zip Code)

1. Login to the admin interface and browse to "Admin" -> "Locations / Taxes" > "Local Sales Tax".
2. Click on the "New Tax Rate" button.
3. Select the desired location (ex: United States, Minnesota) and search field (Zip Code).
4. Enter the additional sales tax amount charged in the county.
5. Enter all zip codes (search data) for the county (ex: 55101-to-55110;55112-to-55114;55116-to-55119;55125-to-55128;55421;55432;55449).
6. Enter a description for the tax rate (ex: Ramsey County Tax).
7. Choose whether this tax rate should be applied to shipping.
8. Select your Tax Class (ex: Taxable Goods).
9. Click the "insert" button when ready to add the county tax rate.

Adding taxes for a City (by name)

1. Login to the admin interface and browse to "Admin" -> "Locations / Taxes" > "Local Sales Tax".
2. Click on the "New Tax Rate" button.
3. Select the desired location (ex: United States, Minnesota) and search field (city).
4. Enter the additional sales tax amount charged in the city.
5. Enter all names (search data) for the city (ex: St Paul;St.Paul;St. Paul;Saint Paul).
6. Enter a description for the tax rate (ex: St Paul City Tax).
7. Choose whether this tax rate should be applied to shipping.
8. Select your Tax Class (ex: Taxable Goods).
9. Click the "insert" button when ready to add the city tax rate.