



HOW TO Change Your Store's Sales Tax Calculation

Revision 1.2



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570

Telefax: 858-731-4200

<http://www.miva.com>

info@miva.com

This document and the software described by this document are copyright 2001 by Miva Corporation. All rights reserved. Use of the software described herein may only be done in accordance with the License Agreement provided with the software. This document may not be reproduced in full or partial form except for the purpose of using the software described herein in accordance with the License Agreement provided with the software. Information in this document is subject to change without notice. Companies, names and data used in the examples herein are fictitious unless otherwise noted.

Miva is a registered trademark of Miva Corporation. Miva Order, Miva Merchant, Miva Mia, Miva Empresa, the Miva "blades" logo, and the Miva Engine are trademarks of Miva Corporation. Windows is the registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. This document was developed and produced in San Diego, CA, USA.

MIVA CORPORATION WILL NOT BE LIABLE FOR (A) ANY BUG, ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCONFORMITY IN MERCHANT OR THIS DOCUMENTATION; (B) IMPLIED MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE; (C) IMPLIED WARRANTY RELATING TO COURSE OF DEALING, OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WHATSOEVER; (D) CLAIM OF INFRINGEMENT; (E) CLAIM IN TORT, WHETHER OR NOT ARISING IN WHOLE OR PART FROM MIVA CORPORATION'S FAULT, NEGLIGENCE, STRICT LIABILITY, OR PRODUCT LIABILITY, OR (F) CLAIM FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR LOSS OF DATA, REVENUE, LICENSEES GOODWILL, OR USE. IN NO CASE SHALL MIVA CORPORATION'S LIABILITY EXCEED THE PRICE THAT LICENSEE PAID FOR MERCHANT.

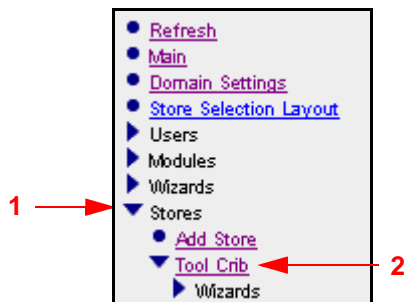
MM1065-03

HOW TO Change Your Store's Sales Tax Calculation

Introduction

Use the following procedures to change the sales tax structure of your store.

1. Click the triangle next to Stores in the Administration Interface Menu.
2. Click the link for the store you want to change.
3. Click Settings.



The Edit Store form displays:

Edit Store: Tool Crib				
Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts
Units of Measurement (Weight):	<input type="text" value="pounds"/>			
Basket Timeout (Minutes):	<input type="text" value="60"/>			
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>			
Sales Tax Calculation:	<input type="text" value="State Based Sales Tax"/>			
Currency Formatting:	<input type="text" value="US Currency Formatting"/>			

Sales Tax Calculation

This setting determines which sales tax method you use.

Units of Measurement (Weight):	<input type="text" value="pounds"/>
Basket Timeout (Minutes):	<input type="text" value="60"/>
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>
Sales Tax Calculation:	<input type="text" value="State Based Sales Tax"/>
Currency Formatting:	<input type="text" value=""/>
Store 'USA Store' updated	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

<Select One>
Generic VAT
State Based Sales Tax
Shopper Selected Sales Tax
German VAT
CertiTAX
Canadian VAT

After you select the Sales Tax Calculation, the tax module selected will show as a link(s) in the top section of the Edit Store form. To edit the tax module, click on the link.





Generic Value Added Tax (VAT)

Caution: This VAT is not used for European VAT tax calculation.

1. In the Edit Store Settings form, select Generic VAT for the Sales Tax Calculation.
2. In Edit Store, click the VAT link.

You can place a VAT on any item in your store. Each product is listed and you place the tax amount in the VAT Rate field.

Code Name	VAT Rate
P007 Rotary Sander	0.00%
P006 Cordless Drill	0.00%
P005 Wrench Set	0.00%

3. Find a product.
Enter the search criteria (full or partial product name or product code) into the search box, then click the Search  button to display all of the products that match the search criteria.
4. Create new product data.
Click the New Product  button to add a new product to the store.
5. Edit existing product data.
Click the Edit  button to edit an existing product.
When Generic VAT is selected, each product has a VAT tab, which allows you to enter the VAT when adding or editing a product.
6. Edit VAT rate.
 - a. Click the Edit Here  button to open a text box for the VAT value.
 - b. Enter the VAT value in the text box. This is the percent that is charged.

Canadian VAT

If your store is in Canada and your customer's shipping country is not in Canada, no tax is charged.

1. In the Edit Store Settings form, select Canadian VAT for the Sales Tax Calculation.
2. In Edit Store, click the Canadian VAT link.

This link opens a form in which you can add provinces and territories to your list, identify their specific tax rate(s) and type, and whether or not shipping is also taxed.

3. Click the Canadian VAT link

Remove Province	Use HST	Use PST	PST Rate	Tax Shipping?	Tax GST?
<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.000%	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.500%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. To remove an entry, check the box under the "Remove" column, then click Update.



Note: HST (Harmonized Sales Tax) is new in version 4.1.

If the customer's province is not specifically listed, the GST (Goods and Services Tax) rate will be charged. If Tax Shipping? is checked (at the top level), shipping will be taxed at the GST rate. The GST amount will display as a separate charge on the invoice.

If the customer's province is listed and you select HST (Harmonized Sales Tax), that rate will be charged. If Tax Shipping? is checked (at the top level), shipping will be taxed at the HST rate. The HST amount will display as a separate charge on the invoice.

5. Enter the GST and HST rate, and check the Tax Shipping? box if you want shipping to be taxed at the applicable rate (GST or HST) for specified provinces.

If the customer's province is listed and you select PST, the GST and the PST are both charged, and will display as 2 separate charges on the invoice. If Tax Shipping? is checked at the province level, then shipping will be taxed at the PST rate. If Tax GST? is checked, the sum of the product price plus the GST will be taxed at the PST rate.

6. To add an entry, click the New Province  button.
 - a. Select the province from the drop-down list.
 - b. Click the button under the "Use HST" or "Use PST" column to identify the provincial tax for the selected province or territory.
 - c. If you selected "Use PST," enter the PST Rate.
 - d. If you selected "Use PST" and if shipping is to have a provincial tax, check the box under the "Tax Shipping?" column.
 - e. If you want to apply the Provincial Sales Tax (PST) to the sum of the product price plus the GST, check the Tax GST? column.
7. To edit an entry, select the Edit  button for the applicable row and make changes.
8. Click Update.

Product Canadian VAT

You can exempt any of your products from either the GST/HST or PST. When you edit the product, one of the tabs will be Canadian VAT.

Note: Checking "GST exempt" also makes that product exempt from HST.

For product editing information, see the publication *HOW TO Add and Modify Products*.

Edit Product: Finish Hammer
 

Product	Images	Related Products	Attributes	Upsold Products
Inventory	Headers & Footers	Canadian VAT		

GST Exempt

PST Exempt



State Based Sales Tax

1. In the Edit Store Settings form, select State Based Sales Tax for the Sales Tax Calculation.

2. In Edit Store, click the State Based Sales Tax link.


This link opens a form in which you can add states to your list.



Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Remove State	Rate	Tax	Shipping?	
<input type="checkbox"/>	California	7.25%	<input type="checkbox"/>	 4  5

3 →

3. To remove a state from the list, click the Remove button and click Update.


4. To add a state, click on the New State  button .
- Select your state from the drop-down list.
 - Enter the tax rate in the text box and click Update.
 - If the shipping charge is to be taxed, click the Tax Shipping? check box.
 - Click Update.

State	Rate	Tax	Shipping?	
California	7.50%	<input type="checkbox"/>		
<input type="text" value="Outside US"/>	<input type="text" value="0.00"/> %	<input type="checkbox"/>		

4a →

4b →

4c →

5. To edit a states tax rate, select the Edit  button next to the rate. Make changes and click Update.

Shopper Selected Sales Tax

1. In the Edit Store Settings form, select Shopper Selected Sales Tax for the Sales Tax Calculation.

2. In Edit Store, click the Shopper Selected Sales Tax link.

This will provide your shopper with a drop down list on the Order Customer Information page.

Remove Option	Rate	Tax Shipping?	
<input type="checkbox"/> Monroe County	7.25%	<input type="checkbox"/>	
<input type="checkbox"/> Ocean County	6.00%	<input type="checkbox"/>	

1. Enter the prompt that is displayed for your customer.

2. To add a new rate:

- Click the New Rate button.
- Enter the Option name for the rate.
- Enter the Rate.
- Check to Shipping box to tax shipping.
- Click Update.

3. To edit a rate:


- Click the Edit button.
- Enter the Option name for the rate.
- Enter the Rate.
- Check to Shipping box to tax shipping.
- Click Update.

Note: If you are adding new rates, new text boxes for the option and rate are displayed.

CertiTAX (New in 4.1)

CertiTAX calculates and applies taxes automatically to transactions as they occur online.

For detailed information and to sign up for CertiTAX, go to the website at URL <http://www.esalestax.com/>

Edit Store: USA Store


Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	CertiTAX	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Merchant Serial Number:

Line item level calculation
You must be enrolled for line item level calculation to use this feature

Validate Addresses

For Support, or to get a Merchant Serial Number, visit [esalestax.com](http://www.esalestax.com).

1. Enter the CertiTAX Serial Number you received when you signed up.
2. Check Line item level calculation if you want to tax each individual item rather than the basket total. (You must sign up for this feature.)
3. Check Validate Addresses if you want CertiTAX to verify your customers' addresses.
4. Click Update.

German Value Added Tax (Germany Only)

German value added tax is used by German e-merchants who are selling products within the European Union. When this tax module is selected, three other links appear in the top section of the screen.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	VAT Rates	VAT Countries	VAT Options
Messages	Pagination	Colors	Fonts	Images
Headers & Footers	Buttons	Page Sections	Product List Layout	Search Layout
Related Products Layout	Customer Accounts			



Units of Measurement (Weight):	<input type="text" value="pounds"/>
Basket Timeout (Minutes):	<input type="text" value="60"/>
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>
Sales Tax Calculation:	<input type="text" value="German VAT"/>
Currency Formatting:	<input type="text" value="US Currency Formatting"/>

VAT Rates

VAT rates are not normally charged. If there is a situation that requires an additional VAT item to be added, click on the Rate icon and add the new item.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	VAT Rates	VAT Countries	VAT Options
Messages	Pagination	Colors	Fonts	Images
Headers & Footers	Buttons	Page Sections	Product List Layout	Search Layout
Related Products Layout	Customer Accounts			

Description	Rate
<input type="text"/>	<input type="text" value="7.00"/> %
	16.00%

1. Click the New Rate  button to create a new VAT rate.
2. Click the Edit Rate  button to change an existing VAT rate.
3. Enter the Description of the new VAT rate.
4. Enter the VAT rate. This is a percentage.

VAT Countries

This link displays a list of countries that can be charged VAT.

Remove Code Name		
<input type="checkbox"/>	AT	Austria
<input type="checkbox"/>	BE	Belgium
<input type="checkbox"/>	DE	Germany
<input type="checkbox"/>	DK	Denmark
<input type="checkbox"/>	ES	Spain
<input type="checkbox"/>	FI	Finland
<input type="checkbox"/>	FR	France
<input type="checkbox"/>	GB	United Kingdom
<input type="checkbox"/>	GR	Greece
<input type="checkbox"/>	IE	Ireland
<input type="checkbox"/>	IT	Italy
<input type="checkbox"/>	LU	Luxembourg
<input type="checkbox"/>	NL	Netherlands
<input type="checkbox"/>	PT	Portugal
<input type="checkbox"/>	SE	Sweden

Check those countries that you want removed from your store.

VAT Options

There are three check boxes that define the method for calculating tax.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	VAT Rates	VAT Countries	VAT Options
Messages	Pagination	Colors	Fonts	Images
Headers & Footers	Buttons	Page Sections	Product List Layout	Search Layout
Related Products Layout	Customer Accounts			
1 →	<input checked="" type="checkbox"/>	Product Price Includes VAT		
2 →	<input checked="" type="checkbox"/>	Shipping Is Taxed		
3 →	<input checked="" type="checkbox"/>	Shipping Includes VAT		

1. If the product price includes VAT by default, check the first box. VAT will not be calculated if this option is checked.
2. Click if shipping charge is to be taxed.
3. Check if the shipping charge includes VAT tax.