

Tax Settings

Click on the **Tax Settings** option in the **Primary Navigation Pane** to change or set the tax rates used in the APM software.

Change Location: Used to change the default location, if the information is not correct. This button will take you directly to the **Location Settings** option in the **Primary Navigation Pane**. Click on **Tax Settings** again to return to this screen.

Tax Rate: Displays the default tax rate for the current location.

TOTAL Tax Rate: Use this field to increase/decrease the amount of tax charged per order. If your location uses state, provincial, city or local taxes, add them to the base tax rate here.

Charge the tax rate of the destination instead of your location's tax rate: With this option enabled, customers will be charged tax based upon the address information they enter during an order, rather than the tax charged at the store location.

Tax Settings

Set Tax Rates

Enter the appropriate TOTAL tax rate.
If your location uses state/province or city/local taxes, add them together for the total tax rate.

Current Location:

Virginia

Change Location

Tax Rate:

5.00

Enter the total tax rate as a percentage value. Ex: 4.5% = 4.50

TOTAL Tax Rate:

5.00

☐ Charge the tax rate of the destination
instead of your location's tax rate.

Tax Settings Screen