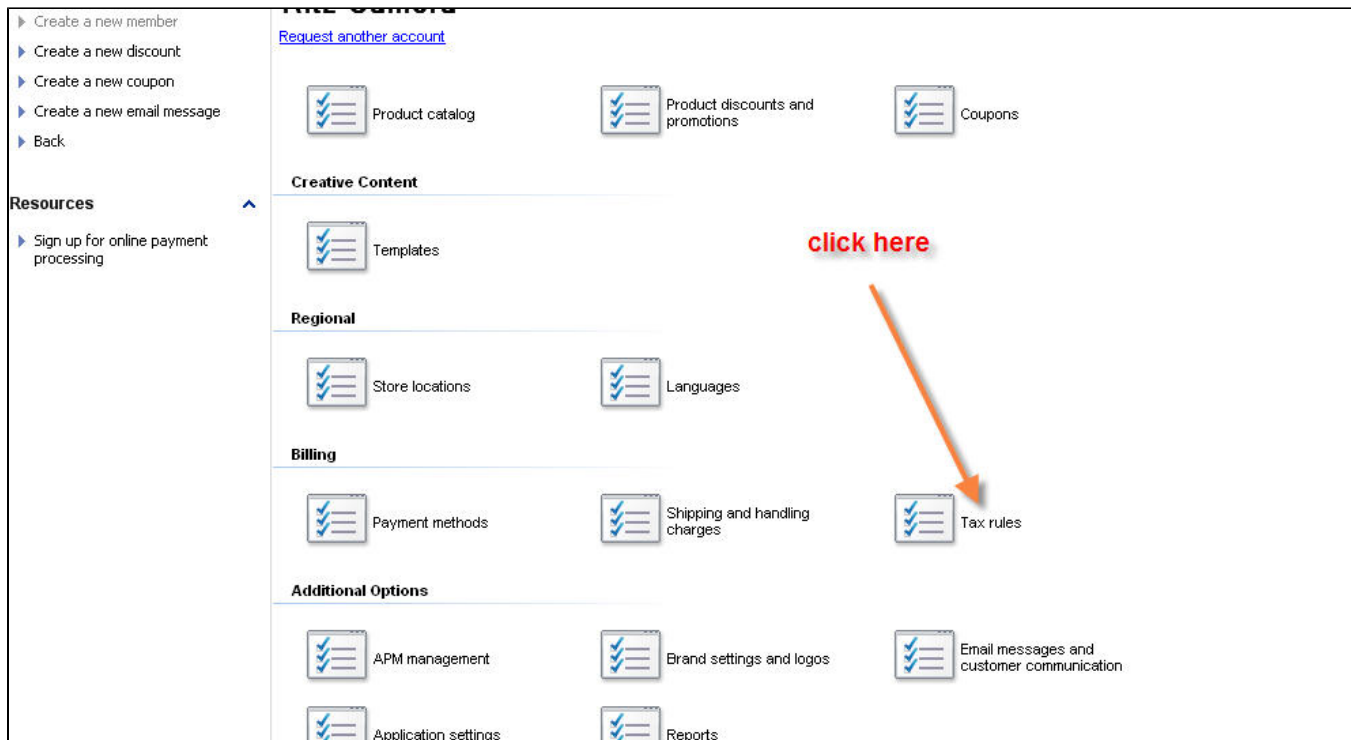


# Adding a VAT Rate

To add a VAT:

1. Click on the **Store Management** tab on the top tab fields then **Tax Rules**



2. If you don't have an existing Tax Rule, click on **New** or **Create a new Tax Rule**. If there's an existing rule, double-click on this specific Tax Rule.

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←

→

Waiting for new orders

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+ New

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▶ Create a new tax rule

▶ Open the selected tax rule

▶ Delete the selected tax rules

▶ Refresh

▶ Back

Select an existing tax rule or create a new one

Name	Rate	Tax Shipping
------	------	--------------

click either one

3. Once, the tax rule section open, please make sure you pick the **VAT** field in order to perform the change. Make sure you press **Save** to retain the changes

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Waiting for new orders

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Create a new tax rule

General

☒ Enabled

Name:

Tax description:

Tax rate (%):

Tax - Standard Tax

0.00

☒ Tax shipping

☐ Apply on top of other taxes

☒ Apply to all orders

☐ Apply to the selected states/provinces/regions

☐ Canada

☐ United States of America

AllNone

☐ Apply to the specified zip codes

AddEditRemove

☐ Deleted

make sure to apply the changes

Apply desired name

increase to 17.5%

change to VAT