

Step 1 — Configure Tax Rates by Location

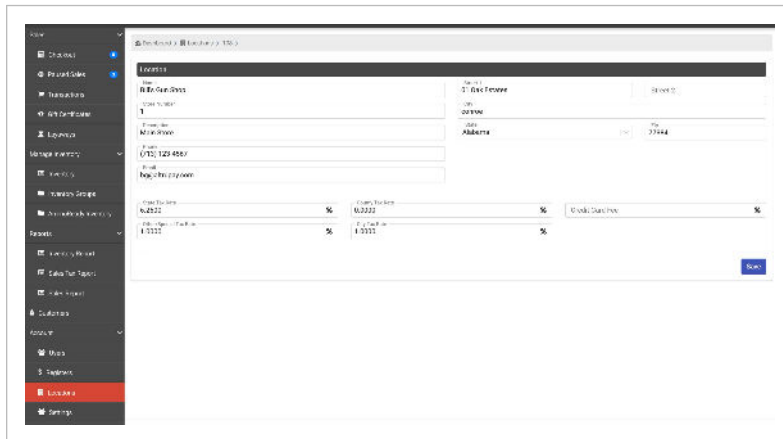


Fig. 1 — Location settings: set State, County, City, and Other/Special tax rates independently per location.

Go to **Account** → **Locations** and select your location. Set each applicable tax rate independently — the combined rate is applied at checkout automatically.

- **State Tax Rate** — your state's base sales tax percentage
- **County Tax Rate** — additional county-level tax if applicable
- **City Tax Rate** — city or municipal tax for this location
- **Other / Special Tax Rate** — any special district or local taxes
- **Credit Card Fee** — optional surcharge passed to the customer at checkout

If you operate **multiple locations** in different jurisdictions, each can have its own tax configuration. Rates apply automatically based on which location is selected at checkout.

Step 2 — Tax Toggles at Checkout

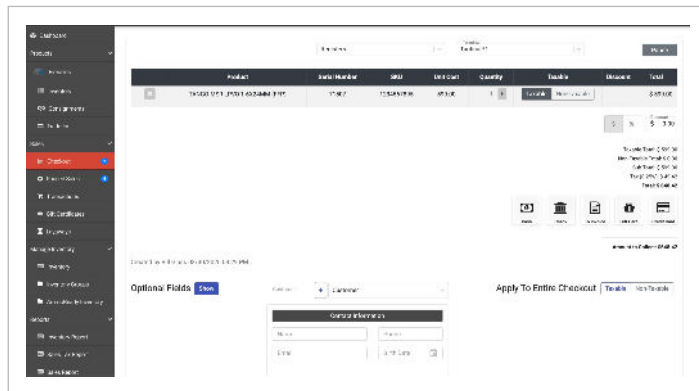


Fig. 2a — Single taxable item (\$599): 8.25% tax applied, clearly shown in the order summary.

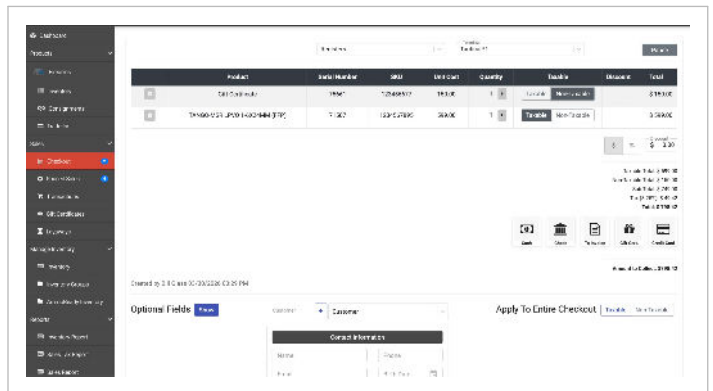


Fig. 2b — Mixed cart: Gift Certificate (Non-Taxable, \$150) and scope (Taxable, \$599) taxed independently.

Each line item in the cart has a **Taxable / Non-Taxable** toggle. Tax is applied per item — not to the entire cart — giving you precise control:

- Toggle an individual item between **Taxable** and **Non-Taxable** directly on its row
- The order summary shows **Taxable Total** and **Non-Taxable Total** separately, so the tax calculation is always transparent
- For transactions where all items share the same tax status, use **Apply To Entire Checkout** → **Taxable** or **Non-Taxable** at the bottom of the screen to set all items at once

Common use cases: Gift certificates are typically non-taxable at purchase (tax is collected when redeemed). Firearms may be taxable while certain accessories or services are not, depending on your state. Always verify with your accountant or tax advisor for your specific jurisdiction.

Step 3 — Tax on Receipts & Transactions

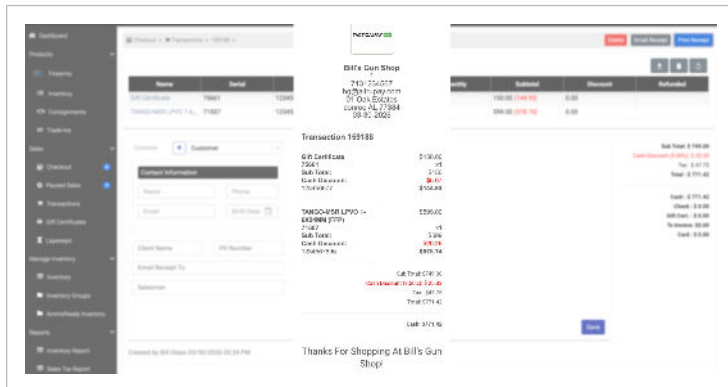


Fig. 3 — Receipt showing the tax amount on every transaction, and the Transaction Detail page for future reference.

The tax amount is included on every receipt — printed or emailed — so customers always have a clear record of what was charged.

You can also view the full tax breakdown at any time from **Sales** → **Transactions**. Click any transaction to open the detail page, which shows the tax amount alongside each item, subtotal, discounts, and payment method — useful if a customer has a question or you need to reference a past sale.

Step 4 — Track Sales Tax with the Sales Tax Report

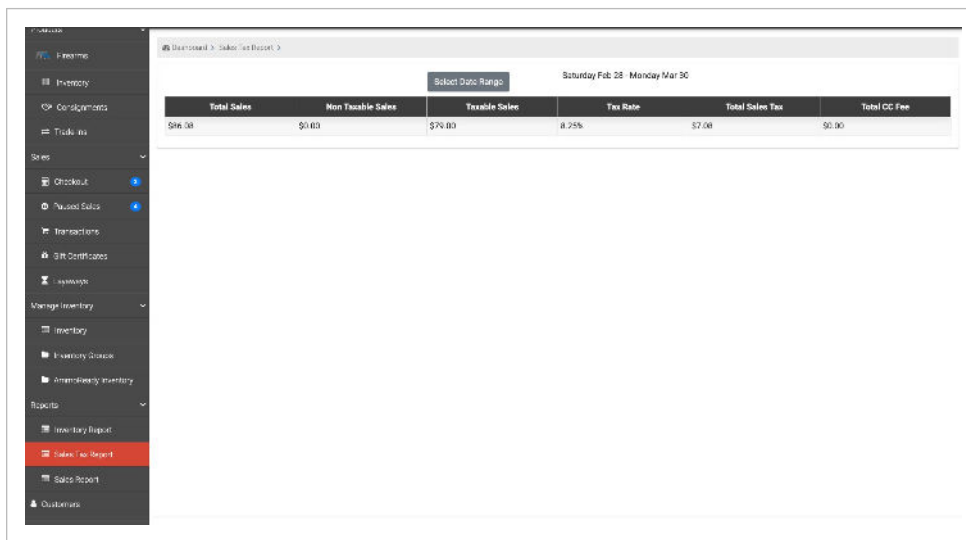


Fig. 4 — Sales Tax Report: total sales, non-taxable sales, taxable sales, effective rate, total tax collected, and CC fees.

Go to **Reports** → **Sales Tax Report**. Click **Select Date Range** to filter by any period.

The report shows:

- **Total Sales** — all revenue in the period
- **Non-Taxable Sales** — exempt transactions (gift certs, etc.)
- **Taxable Sales** — sales subject to tax
- **Tax Rate** — the effective rate applied
- **Total Sales Tax** — the amount owed to the taxing authority
- **Total CC Fee** — any credit card surcharges collected

Run this report at month-end or quarter-end to get the figures you need for sales tax filing. Each location reports its own data if you filter by location.

For additional help, visit the **Help & Support** section in the left navigation panel or contact TacticalPay support.