

10. Setting Locations/ Taxes

10.1 Countries

- A list of all the countries in the world
- No need to have any updates unless a new country is found

Countries

Country	ISO Codes		Action
Afghanistan	AF	AFG	
Albania	AL	ALB	
Algeria	DZ	DZA	
American Samoa	AS	ASM	
Andorra	AD	AND	
Angola	AO	AGO	
Anguilla	AI	AIA	
Antarctica	AQ	ATA	
Antigua and Barbuda	AG	ATG	
Argentina	AR	ARG	
Armenia	AM	ARM	
Aruba	AW	ABW	
Australia	AU	AUS	
Austria	AT	AUT	
Azerbaijan	AZ	AZE	
Bahamas	BS	BHS	
Bahrain	BH	BHR	
Bangladesh	BD	BGD	
Barbados	BB	BRB	
Belarus	BY	BLR	

Displaying 1 to 20 (of 239 countries)

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[new country](#)

10.2 Zones

- A list of provinces and states
- If you have clients in Zones that are not listed, simply click on the “new zone” icon to insert new zones.

Zones

Country	Zones	Code	Action
Austria	Burgenland	BL	▶
Austria	Kärnten	KN	ⓘ
Austria	Niederösterreich	NO	ⓘ
Austria	Oberösterreich	OO	ⓘ
Austria	Salzburg	SB	ⓘ
Austria	Steiermark	ST	ⓘ
Austria	Tirol	TI	ⓘ
Austria	Voralberg	VB	ⓘ
Austria	Wien	WI	ⓘ
Canada	Alberta	AB	ⓘ
Canada	British Columbia	BC	ⓘ
Canada	Manitoba	MB	ⓘ
Canada	New Brunswick	NB	ⓘ
Canada	Newfoundland	NF	ⓘ
Canada	Northwest Territories	NT	ⓘ
Canada	Nova Scotia	NS	ⓘ
Canada	Nunavut	NU	ⓘ
Canada	Ontario	ON	ⓘ
Canada	Prince Edward Island	PE	ⓘ
Canada	Quebec	QC	ⓘ

Displaying 1 to 20 (of 181 zones)

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new zone

10.3 Tax Zones

- These are defaulted Tax Zones (Areas) in Canada, that require tax.
- If unless tax rates are legally changed, nothing should be edited.
- Tax Zones are separated into different groupings of Provinces all having the same tax rates. If your customers live within Canada, applicable taxes will be calculated to the product total according to the area of which they live in.
- If your customers live outside of Canada, no taxes will be charged.

Tax Zones

Tax Zones	Action
 Canada GST & HST (15%) Zone (NS,	
 Canada GST & PST (13%) Zone (SK)	
 Canada GST & PST (14%) Zone (MB)	
 Canada GST & PST (14.5%) Zone (B	
 Canada GST & PST (15%) Zone (ON)	
 Canada GST (7%) Zone (AB, PE, NT	
 Canada Shipping Zone	
Displaying 1 to 7 (of 7 tax zones)	
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insert	

- Please note that there are descriptions to the Tax Zones. Simply click on a Tax Zone and you will find the description at the bottom of the blue box, to your right.

Tax Zones

Tax Zones	Action	Canada GST & PST
 Canada GST & HST (15%) Zone (NS,		edit
 Canada GST & PST (13%) Zone (SK)		
 Canada GST & PST (14%) Zone (MB)		Date Added: 06/ Last Modified: 07/
 Canada GST & PST (14.5%) Zone (B		Description: GST 7.0% + PST Columbia, Quebe
 Canada GST & PST (15%) Zone (ON)		
 Canada GST (7%) Zone (AB, PE, NT		
 Canada Shipping Zone		
Displaying 1 to 7 (of 7 tax zones)		
Page 1 of 1		
insert		

10.4 Tax Classes

- There should only be two tax classes.
- The first class (All Taxable Goods) applies to **products only**.
- The second class (GST Shipping Class) applies only to the Shipping Fee.
- If your customers live within Canada, by selecting these classes, applicable taxes will be calculated.

Tax Classes

Tax Classes	Action
All Taxable Goods	
GST Shipping Class	
Displaying 1 to 2 (of 2 tax classes)	
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new tax class	

10.5 Tax Rates

- Refers to Provincial Tax Rates
- If unless tax rates are legally changed, nothing should be edited.
- Shipping fees will include a 15% GST if products are shipped to Ontario, New Brunswick, Nova Scotia and Newfoundland.
- Shipping fees will include a 7% GST if products are shipped anywhere in Canada, other than the above 4 provinces.
- This is what will be indicated on the invoice.

Tax Rates

Priority	Tax Class	Zone	Tax Rate	Action
1	All Taxable Goods	Canada GST & PST (15%) Zone (ON)	15.00%	
1	All Taxable Goods	Canada GST & PST (14.5%) Zone (B	14.50%	
1	All Taxable Goods	Canada GST & PST (14%) Zone (MB)	14.00%	
1	All Taxable Goods	Canada GST & HST (15%) Zone (NS,	15.00%	
1	All Taxable Goods	Canada GST & PST (13%) Zone (SK)	13.00%	
1	All Taxable Goods	Canada GST (7%) Zone (AB, PE, NT	7.00%	
1	GST Shipping Class	Canada GST & PST (15%) Zone (ON)	15.00%	
1	GST Shipping Class	Canada GST & HST (15%) Zone (NS,	15.00%	
1	GST Shipping Class	Canada Shipping Zone	7.00%	
Displaying 1 to 9 (of 9 tax rates)				Page 1 of 1
				new tax rate