

## Programming Tax

Most sales taxes can be programmed by entering a tax percentage rate. However, in some cases you may find that tax that is entered as a percentage does not follow exactly the tax chart that apply in your area. If this is the case, you must enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table. See “Tax Table Programming” on page 56.

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**Important Note:** After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax amounts on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, or if you cannot program your tax properly from the information in this manual, contact your local SAM4s dealer for assistance.

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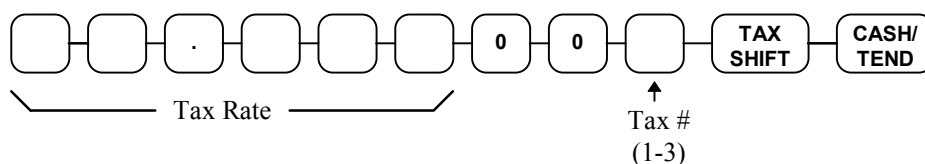
### Programming a Tax Rate Percentage

1. Turn the control lock to the **PGM** position.
2. Enter the rate, with a decimal. 0.000-99.999. It is not necessary to enter proceeding zeros. For example, for 6%, enter 06.000 or 6.000.)
3. Enter **00**.
4. Enter:

<b>1</b>	to set tax rate 1
<b>2</b>	to set tax rate 2
<b>3</b>	to set tax rate 3

5. Press the **TAX SHIFT** key.
6. Press the **CASH/TEND** key to end programming.
7. See tax rate program examples on page 14.

### Tax Rate Programming Flowchart



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**Please Note:** After programming the tax rate, you must program your department or departments taxable to calculate tax. See page 15 for department programming steps.

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