

## Programming an Add-On Tax Rate Percentage

When tax requirements can be met using a straight percentage rate, use the following method to program a tax as a straight percentage.

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROG.** screen:

```
TAX PROG.
TAX NUMBER (1-4)  1 ←
TAX TYPE (0-2)    0
0 : ADD-ON
1 : TAX TABLE
2 : VAT
```

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) The arrow will move to the **TAX TYPE** field.
4. Enter **0** for an **ADD-ON** tax with a straight percentage rate. The appropriate **TAX # PROGRAMMING** screen displays:

```
TAX #1 PROGRAMMING
TAX RATE          0.000 ←
```

5. When the arrow is pointed at the **TAX RATE** field, enter the percentage rate for the sales tax. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10.0**. Press **ENTER (CASH)** to set the rate.
6. The **TAX PROG.** screen will return prompting you to enter the next tax, if necessary. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.