

Shipping Tax Import Wizard

IMPORTANT – PLEASE READ!

The **Shipping Tax Import Wizard** can be used to import the free tax tables provided by [Avalara™](#). Please read these important notes before proceeding.

- This is only designed to import taxes for states you ship to. Your “home” state taxes, which may include special rules or luxury taxes, should still be set up manually.
- Consult a tax professional for assistance in determining sales tax obligations and applicable sales tax rates.
- Avalara’s tax tables provide tax rates by ZIP code and include city, state, district, and special taxes. **This may not be appropriate for all states. Some states only require state tax be charged on shipped purchases. Consult a professional for assistance in determining which rates apply per state.**
- Importing many tax tables can impact the amount of time it takes to open POS. This is especially true if you are accessing The Edge remotely, such as a multi-store setup sharing a database through a VPN, WAN, or cloud storage solution.
- **Make a database backup before importing any tax tables.**

Download Tax Tables

Avalara™ tax tables are available online for free. You can download multiple states at once, but each state will be a separate table that must be imported individually.

To download:

1. Navigate to the download site: <https://www.avalara.com/taxrates/en/download-tax-tables.html>
2. Select one or more states and click **Continue**.

Download Sales Tax Tables
Get sales tax rates tables by zip code for free.

1. Select 2. Confirm 3. Download

Select the states where you want to do business **Continue**

Unsure of where you have nexus obligations? Avalara can help with a [custom nexus analysis](#).

<input type="checkbox"/> Alabama	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Alaska	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Arizona	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Tennessee
<input checked="" type="checkbox"/> California	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Texas
<input type="checkbox"/> Colorado	<input type="checkbox"/> Maine	<input type="checkbox"/> New York	<input type="checkbox"/> Utah

3. On the **Confirm** tab, you must enter your name and email. This is important; when tax tables are updated, you will receive an email so you can download and re-import the new rates.

4. Click **Download rate tables** and allow the download to complete. By default, these will save to your **Downloads** folder under the filename **TAXRATES_ZIP5**.

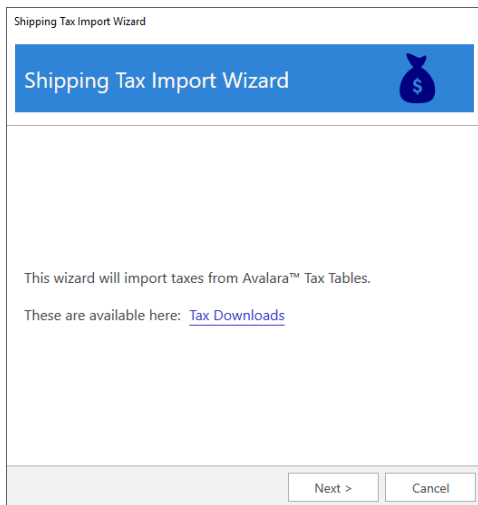
To extract (unzip):

1. Navigate to the folder where you saved the file (default is **Downloads** folder).
2. Right click on the downloaded file (TAXRATES_ZIP5), then left click on **Extract All**.
3. Choose the path where you would like to extract these files, e.g. **Desktop**.
4. Note where you extracted the files – you will need to find this path when you import.

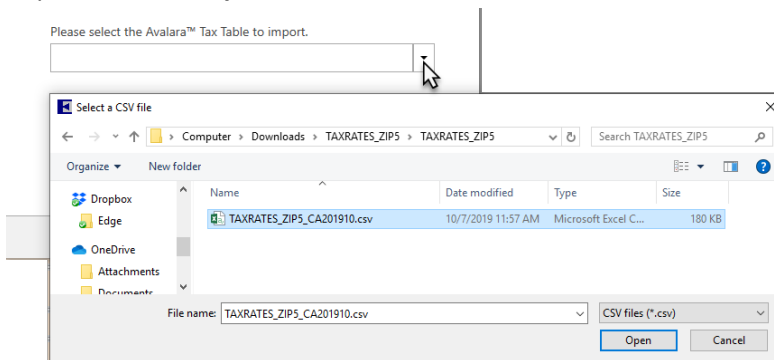
Import Tax Tables

Make sure you extracted (unzipped) the downloaded file before proceeding. To import a tax table:

1. In The Edge, click on **Administrative > Sales Tax > Shipping Tax Import Wizard**.



2. Click **Next**. Use the drop-down to navigate to the path of the extracted tax table. Select the file to import and click **Open**.



3. Choose which **Rates** (State, City, County, Special) to import and set import options, then click **Next**.

Some tax tables include special tax rates. These can be things like district taxes, stadium taxes, etc. If present, this option defines how to add them.

Condense Special Tax By	Amount	Special taxes of the same amount will be condensed to a single definition.
	County	Special taxes for the same county will be condensed to a single definition.
	Zip Code	Special taxes for the same ZIP code will be condensed to a single definition.

Rounding Defines threshold at which partial change gets rounded up. The default is 0.0050, e.g. \$1.005 would round up to \$1.01 while \$1.004 would round down to \$1.00.

Start / End Date Dates these taxes will be effective.

Tax Agency For QuickBooks, the tax agency to assign these to.

4. Select which **Categories** these taxes will apply to, then click **Next**.
5. Choose which **Services** and **Stores** these taxes will apply to, then click **Next**.
6. Choose which **Miscellaneous Items** these taxes will apply to, then click **Import Taxes** to complete the import process.
7. You must restart The Edge before these changes take effect.