

Set up sales tax

Add the tax rate your store charges at checkout, set how shipping is taxed, and give some products a different rate.

Add-on [Online store](#)

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

The tax setting tells your store which tax rate to add at checkout, and where. Here is how to type in rates yourself. If you'd rather the rate be worked out for each order, see [Turn on automatic sales tax](#).

Before you start

We can't tell you which rate to charge or where you have to collect tax. Check the rates with your accountant before you save them.

Add a tax rate

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Business Settings**.
3. Click **Taxes**.
4. Click **+Add tax zone**.
5. Choose your country from the dropdown, and your region if it asks.
6. Fill in **Tax Name**, **Tax Number** and **Tax Rate**. The name and number appear on your invoices.
7. Click **Save**.

If you sell to customers in other regions, add a zone for each place where you charge tax.

Change or delete a rate

1. Go to **Store**, **Business Settings**, **Taxes**.
2. Find the tax zone and click the three horizontal dots beside it.
3. Choose **Edit Tax Rate** and click **Save** after your changes. Or choose **Delete tax rate** and click **Delete** in the box that appears.

Set how shipping is taxed

Some places tax shipping and some don't. You can set this for each tax zone.

1. On the **Taxes** page, open the tax zone.
2. Scroll to **Shipping tax override** and turn it on.
3. In **Tax override (%)**, enter a rate. Enter 0% if shipping isn't taxed there.
4. Click **Save**.

Give some products a different rate

Use a tax group when a set of products is taxed differently from the rest.

1. Make sure the products are already in your store.
2. On the **Taxes** page, click **+ Create Tax Group**.
3. Type a name, pick the products from your catalog, and click **Create Tax Group**.
4. Go back to **Taxes** and open the tax zone the group applies to.

5. Scroll to **Tax groups override** and enter a rate in **Tax override (%)**.

6. Click **Save**.

A product can be in only one group at a time. If you delete a group, its products go back to the zone's normal rate. If you use automatic sales tax, the tax groups option isn't shown.

Tips

- Place a test order with an address inside your zone and check the tax line at checkout.
- Tax rules change. Review your rates with your accountant when you start selling to a new area.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want your rates entered? Email hello@zossoz.com with your business name and the rates your accountant gave you, and we'll enter them. We reply within one business day. See [Request a change](#).

Related guides: [Turn on automatic sales tax](#) · [Set your store's business details](#) · [Add a product](#) · [Print or download an invoice](#) · [Check your store sales numbers](#)

More guides: [the Zossoz Help Center](#) · [Questions? Email \[hello@zossoz.com\]\(mailto:hello@zossoz.com\)](#)