

## 7-0013-EN-I want to charge a separate tax on Shipping, ...

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### Using "Apply the tax to shipping" option when you need to setup a separate tax that only applies to the shipping cost

- Open your shop in ShopFactory
- Click Central *dropdown* button -> Taxes
- Untick "*Apply tax on products to Shipping and Handling Charges*" checkbox
- Click the + button to Add a new Shipping Tax.

a) Enter the Tax name for your Shipping Tax i.e. *IVA Spedizione*

b) Enter the Tax Rate i.e. 22%

c) Click on the box "apply the tax to shipping" d) where does the tax apply? Select the appropriate region where the tax applies e) Click the Next button *Note:* If you select "Other region" to the option "Where does the tax apply?" - in the next window you must choose the region where the tax applies. - Then Click the Next button. - At the Final Tax setup dialog, you can untick "Prices include this tax" if tax will be added on top of the shipping cost - You can also untick "Allow customers with Sales Tax exemptions to remove sales tax from charges" if you don't want the tax exemption to be available in your shop.

- Click the Finish button. You are redirected back to the main Tax dialog box: - Click the Ok button to save your changes. - You have now setup a shipping tax that applies at checkout to the tax regions you selected during setup. In the Checkout it will display as tax applying to Shipping only.