

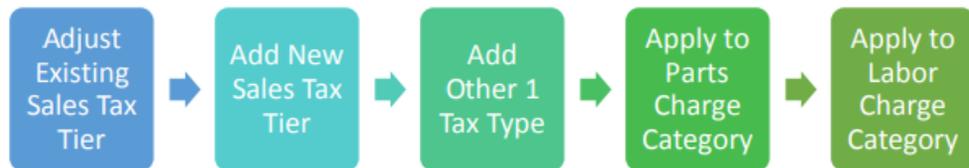
Setup Tax Rates for Parts & Labor

Introduction

Some areas of the country have complex local option tax tiers based on whether the sales item is for parts/materials or for labor and the sales amount of the items. This job aid describes how to update your CCC ONE® Estimating Repair Facility profile to reflect the appropriate tax rates to comply.

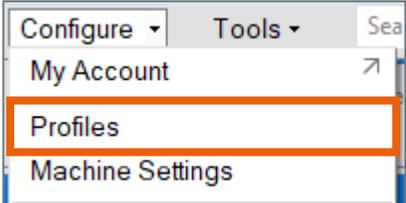
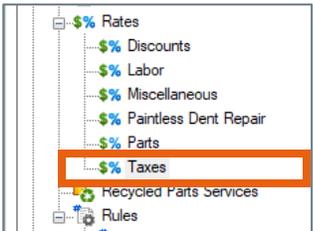
Process

To update and apply the Tax Rates requires the following process:



Step two is to apply those rates manually within the estimate. To do this, you will need to manually adjust the estimate line and add another manual line if a part is over the threshold your county or municipality has set for local option Sales Tax. We will begin with updating the Profile.

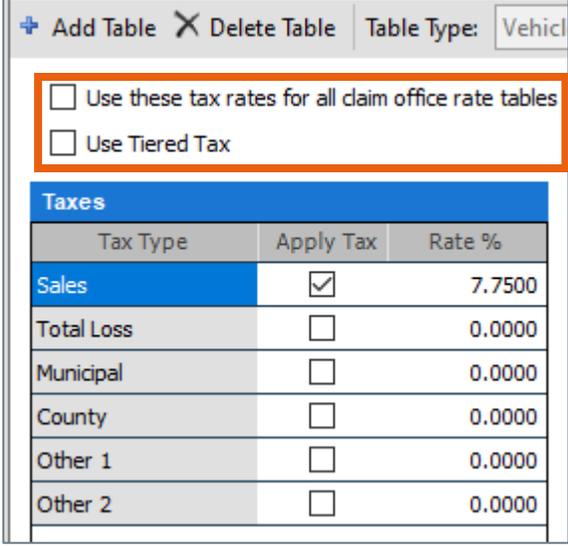
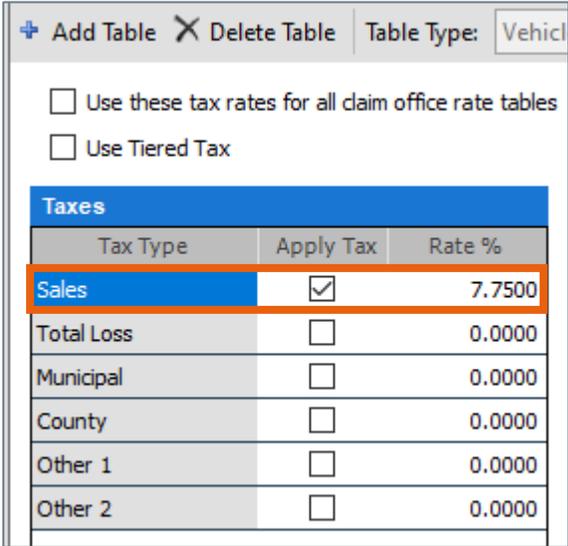
Adjust Existing Sales Tax Tier

Step	Action
1	Click Configure on the toolbar then select Profiles . 
2	Open the Repair Facility profile to update.
3	Scroll to Rates , then click Taxes . 

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Setup Tax Rates for Parts & Labor, Continued

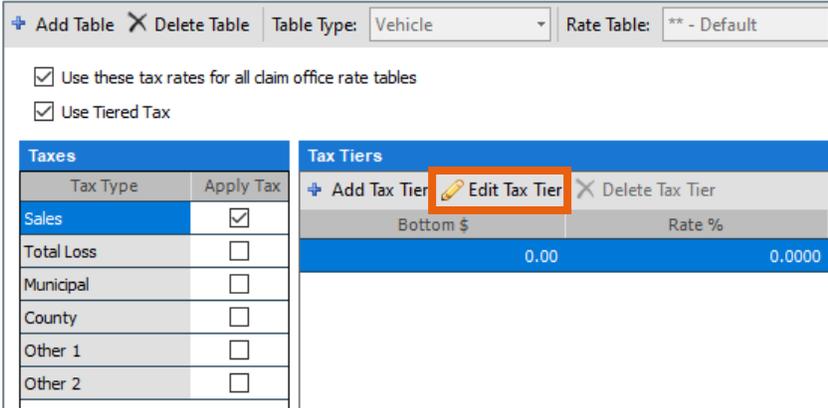
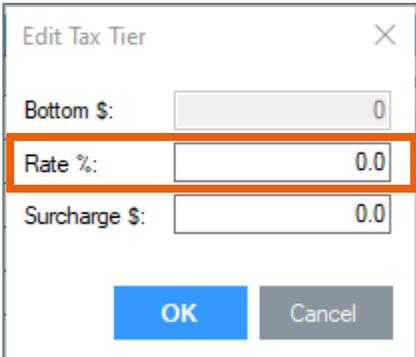
Adjust Existing Sales Tax Tier, continued

Step	Action																					
4	<p>Click Use these tax rates for all claim office rate tables and Use Tiered Tax to add to all profiles.</p>  <p>The screenshot shows a control panel with '+ Add Table' and 'X Delete Table' buttons, and a 'Table Type: Vehicle' dropdown. Below are two checkboxes: 'Use these tax rates for all claim office rate tables' (checked) and 'Use Tiered Tax' (unchecked). A table titled 'Taxes' is shown below:</p> <table border="1"> <thead> <tr> <th>Tax Type</th> <th>Apply Tax</th> <th>Rate %</th> </tr> </thead> <tbody> <tr> <td>Sales</td> <td><input checked="" type="checkbox"/></td> <td>7.7500</td> </tr> <tr> <td>Total Loss</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>Municipal</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>County</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>Other 1</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>Other 2</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> </tbody> </table>	Tax Type	Apply Tax	Rate %	Sales	<input checked="" type="checkbox"/>	7.7500	Total Loss	<input type="checkbox"/>	0.0000	Municipal	<input type="checkbox"/>	0.0000	County	<input type="checkbox"/>	0.0000	Other 1	<input type="checkbox"/>	0.0000	Other 2	<input type="checkbox"/>	0.0000
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5	<p>Make sure Sales Tax is selected in the Apply Tax column.</p>  <p>The screenshot shows the same control panel as in Step 4. The 'Taxes' table is shown below:</p> <table border="1"> <thead> <tr> <th>Tax Type</th> <th>Apply Tax</th> <th>Rate %</th> </tr> </thead> <tbody> <tr> <td>Sales</td> <td><input checked="" type="checkbox"/></td> <td>7.7500</td> </tr> <tr> <td>Total Loss</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>Municipal</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>County</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>Other 1</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> <tr> <td>Other 2</td> <td><input type="checkbox"/></td> <td>0.0000</td> </tr> </tbody> </table>	Tax Type	Apply Tax	Rate %	Sales	<input checked="" type="checkbox"/>	7.7500	Total Loss	<input type="checkbox"/>	0.0000	Municipal	<input type="checkbox"/>	0.0000	County	<input type="checkbox"/>	0.0000	Other 1	<input type="checkbox"/>	0.0000	Other 2	<input type="checkbox"/>	0.0000
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Setup Tax Rates for Parts & Labor, Continued

Adjust Existing Sales Tax Tier, continued

Step	Action
6	<p>Click Edit Tax Tier.</p> 
7	<p>Enter your Top Tier Rate %.</p> 
8	Click OK to save changes.

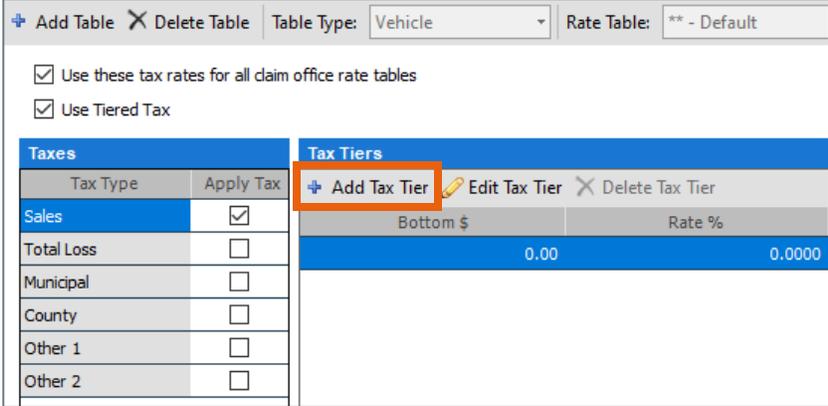
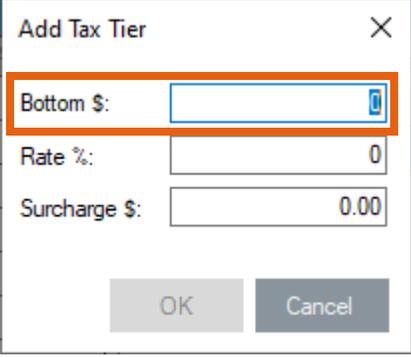
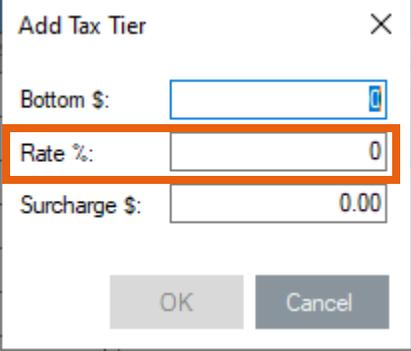
Note: Once applied to the Parts Charge Category, this rate becomes the **Sales Tax Tier 1**. See also the Estimate Print example at the end of this document for how it will work when applied.

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Setup Tax Rates for Parts & Labor, Continued

Add New Sales Tax Tier

Follow the steps below to add a new **Sales Tax Tier 2** to the Sales Tax Rate.

Step	Action
1	<p>With Sales Tax still selected, click Add Tax Tier.</p> 
2	<p>Enter Bottom \$ amount.</p> 
3	<p>Enter the new Tier 2 Rate %.</p> 

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Setup Tax Rates for Parts & Labor, Continued

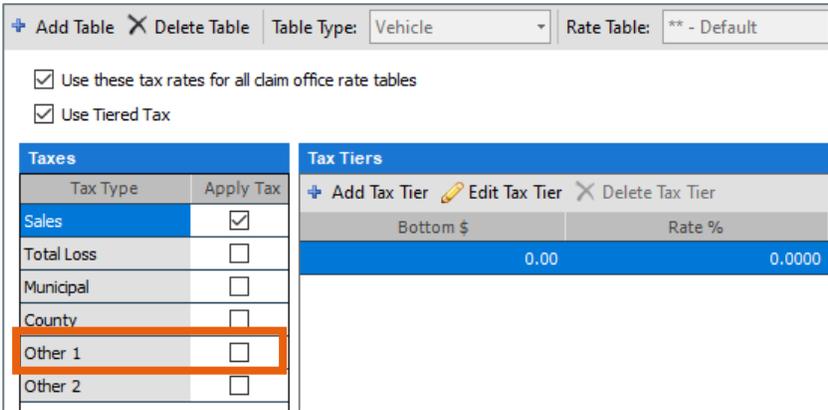
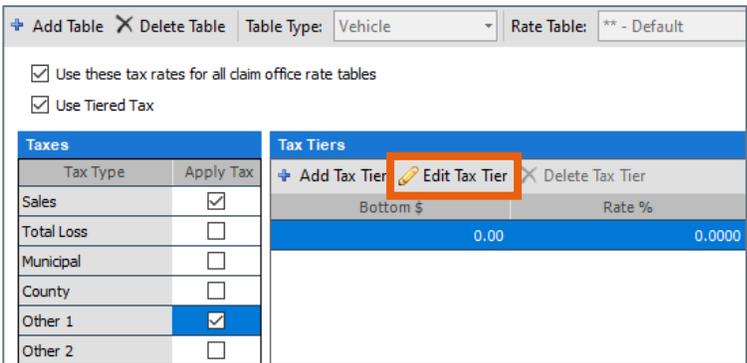
Add New Sales Tax Tier,
continued

Step	Action
4	Click OK to save your changes.

Note: Once applied, the **Sales Tax Tier 2 rate** will be automatically calculated for Parts and Materials over the Bottom \$ amount. Click **Save** to save your changes to Taxes.

Add Other 1 Tax Type

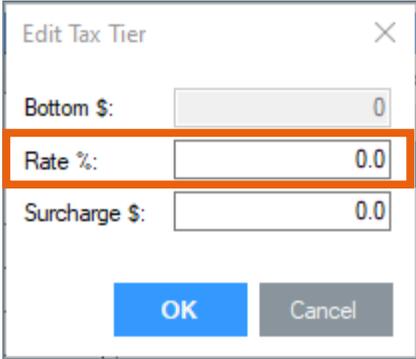
The last step on the Taxes view is to add a new **Other 1 Tax Rate Tier 1** for use with Labor.

Step	Action																		
1	<p>Check the box for Other 1.</p>  <p>The screenshot shows the 'Taxes' view with the following elements:</p> <ul style="list-style-type: none"> Buttons: + Add Table, X Delete Table, Table Type: Vehicle, Rate Table: ** - Default Checkboxes: <input checked="" type="checkbox"/> Use these tax rates for all claim office rate tables, <input checked="" type="checkbox"/> Use Tiered Tax Taxes Table: <table border="1"> <thead> <tr> <th>Tax Type</th> <th>Apply Tax</th> </tr> </thead> <tbody> <tr><td>Sales</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Total Loss</td><td><input type="checkbox"/></td></tr> <tr><td>Municipal</td><td><input type="checkbox"/></td></tr> <tr><td>County</td><td><input type="checkbox"/></td></tr> <tr><td>Other 1</td><td><input type="checkbox"/></td></tr> <tr><td>Other 2</td><td><input type="checkbox"/></td></tr> </tbody> </table> Tax Tiers Table: <table border="1"> <thead> <tr> <th>Bottom \$</th> <th>Rate %</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.0000</td> </tr> </tbody> </table> 	Tax Type	Apply Tax	Sales	<input checked="" type="checkbox"/>	Total Loss	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	County	<input type="checkbox"/>	Other 1	<input type="checkbox"/>	Other 2	<input type="checkbox"/>	Bottom \$	Rate %	0.00	0.0000
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2	<p>Click Edit Tax Tier.</p>  <p>The screenshot shows the 'Taxes' view with the following elements:</p> <ul style="list-style-type: none"> Buttons: + Add Table, X Delete Table, Table Type: Vehicle, Rate Table: ** - Default Checkboxes: <input checked="" type="checkbox"/> Use these tax rates for all claim office rate tables, <input checked="" type="checkbox"/> Use Tiered Tax Taxes Table: <table border="1"> <thead> <tr> <th>Tax Type</th> <th>Apply Tax</th> </tr> </thead> <tbody> <tr><td>Sales</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Total Loss</td><td><input type="checkbox"/></td></tr> <tr><td>Municipal</td><td><input type="checkbox"/></td></tr> <tr><td>County</td><td><input type="checkbox"/></td></tr> <tr><td>Other 1</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Other 2</td><td><input type="checkbox"/></td></tr> </tbody> </table> Tax Tiers Table: <table border="1"> <thead> <tr> <th>Bottom \$</th> <th>Rate %</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.0000</td> </tr> </tbody> </table> 	Tax Type	Apply Tax	Sales	<input checked="" type="checkbox"/>	Total Loss	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	County	<input type="checkbox"/>	Other 1	<input checked="" type="checkbox"/>	Other 2	<input type="checkbox"/>	Bottom \$	Rate %	0.00	0.0000
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Setup Tax Rates for Parts & Labor, Continued

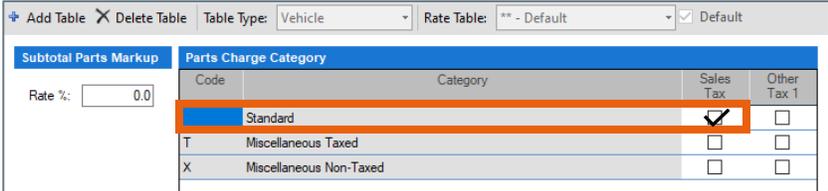
Add Other 1 Tax Type, continued

Step	Action
3	Enter the new Tax Tier Rate % . 
4	Click OK to save your changes.

Note: Now this Other 1, Tier 1 Tax Rate will be applied to services. Click **Save** to save your changes to Taxes.

Apply Rates to Parts Charge Category

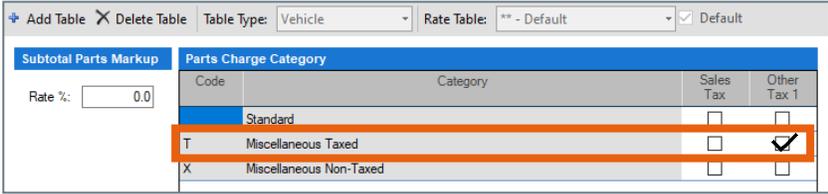
The next step is to apply the **Sales Tax Rate** and **Tiers** to the appropriate Parts Charge Categories.

Step	Action
1	Locate and click on Parts . 
2	Select Sales Tax for Standard . 

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Setup Tax Rates for Parts & Labor, Continued

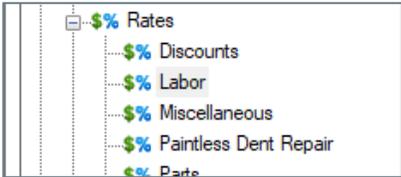
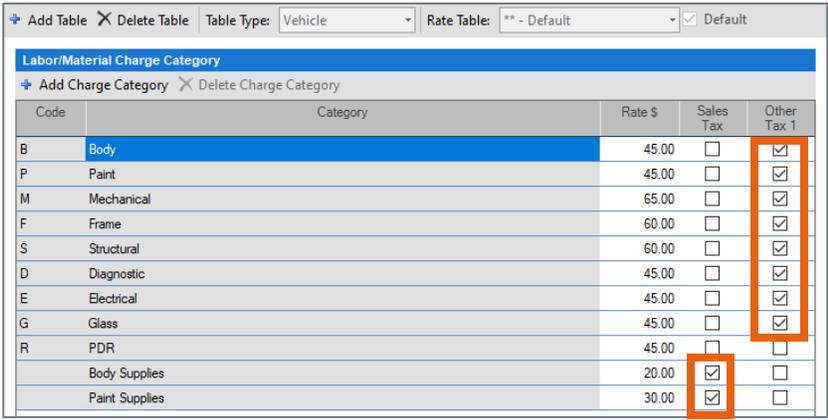
Apply Rates to Parts Charge Category,
continued

Step	Action
3	<p>Select Other Tax 1 for Miscellaneous Taxed.</p>  <p>Note: Click Save to save your changes.</p>

Apply Rates to Labor Charge Category

Now the rates must be applied to the **Labor Charge Category**.

Follow the steps below.

Step	Action
1	<p>Locate and click on Labor.</p> 
2	<p>Select Other Tax 1 for all items except PDR and Supplies. Select Sales Tax for Body and Paint Supplies.</p> 
3	Save and Close the Profile.

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Setup Tax Rates for Parts & Labor, Continued

Example

Below is an example of how the new tax rates work when applied to an estimate.

Look at the **Parts and Body Labor**, and then how the Sales Tax and Other Tax 1 rates were applied.

Preliminary Estimate							
Customer: [REDACTED]							
2012 TOYO Camry Hybrid LE4D SED 4-2.5L Hybrid - TBD -							
Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	TAX TEST LINE		1	5,500.00	20.0	
SUBTOTALS					5,500.00	20.0	0.0
ESTIMATE TOTALS							
Category	Basis			Rate	Cost \$		
Parts					5,500.00		
Body Labor	20.0 hrs	@		\$ 100.00 /hr	2,000.00		
Subtotal					7,500.00		
Sales Tax	Tier 1	\$ 5,000.00	@	7.0000 %	350.00		
Sales Tax	Tier 2	\$ 500.00	@	6.0000 %	30.00		
Other Tax 1		\$ 2,000.00	@	7.0000 %	140.00		
Grand Total					8,020.00		
Deductible					0.00		
CUSTOMER PAY					0.00		
INSURANCE PAY					8,020.00		