

# Centrally Managed Labor Rates & Taxes

## Overview

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### Introduction

This guide describes how to configure the labor and tax rate information as well as how to import and export rates. This information is used in CCC® Estimating for Insurance by appraisers. The labor and tax rate information can be defined for vehicles and motorcycles with further refinement by state, county, and zip code.

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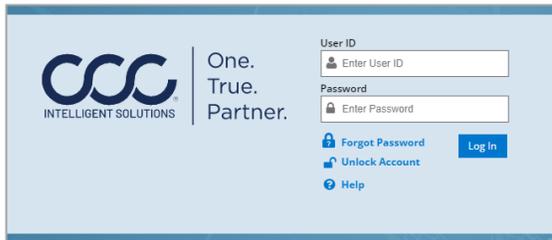
# Portal Configuration

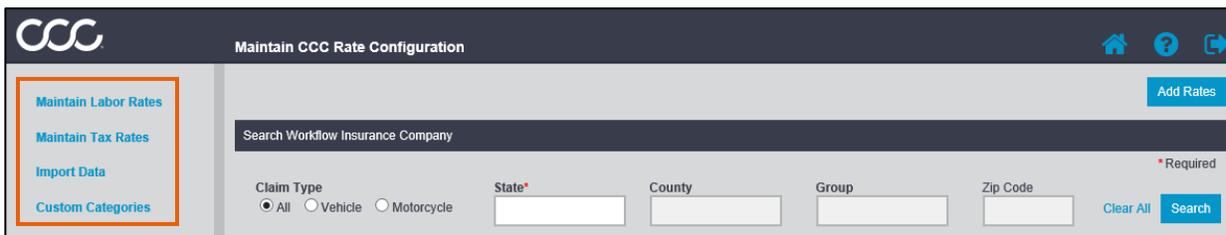
## Introduction

This job aid provides a description of how to access the configuration settings for labor rate information. This information is used in CCC® Estimating for Insurance by appraisers. Labor rate information can be defined for vehicles and motorcycles with further refinement by state, county, and zip code.

## Access Configuration Settings

Follow the steps in the table below to access the **Maintain CCC Rate Configuration** page:

Step	Action	
1	Open your internet browser and visit <b>mycccportal.com</b> .	
2	<p>Login to CCC Portal with your <b>User ID</b> and <b>Password</b>. Then, click <b>Log In</b>.</p>	
3	Select the <b>Maintain CCC Rates Configuration</b> link on the left side panel under the Application Configuration heading.	
4	The <b>Maintain CCC Rate Configuration</b> page opens, giving you the ability to select from the following options on the left-side panel: <b>Maintain Labor Rates</b> , <b>Maintain Tax Rates</b> , <b>Import Data</b> , and <b>Custom Categories</b> .	



# Maintain Labor Rates

## Introduction

This section describes how to search, edit, add, copy, delete, and export labor rate profiles. To do this, select the **Maintain Labor Rates** link.

Labor rates are applied based on the most to the least granular (i.e. zip code to county to state). For example, a labor rate associated with a zip code would be used before a labor rate associated to a county and so on.

## Search Labor Rates

Follow the steps in the table below to search for labor rates.

Step	Action
1	Enter the search criteria using the radio buttons and fields to show results for the labor rate by: <ul style="list-style-type: none"> <li>• <b>Claim Type:</b> Vehicle, Motorcycle, or All.</li> <li>• <b>State:</b> Search by a single state or territory. <i>(Required)</i></li> <li>• <b>County:</b> Search by a single county based on the state selected.</li> <li>• <b>Group:</b> Select municipality based on the state and county selected.</li> <li>• <b>Zip Code:</b> Search by a zip code(s) or a zip code range.</li> </ul> <b>Note: State</b> is a required field.
2	Select <b>Search</b> to show the labor rates that match the search criteria selected. <b>Note:</b> Select <b>Clear All</b> to clear all search fields.
3	Enter search criteria to filter the search results.
4	Filter results further by county, group, or zip code(s).
5	The search result labor rates will appear below.

The screenshot shows the 'Search Workflow Insurance Company' interface. It includes a search form with fields for Claim Type (radio buttons for All, Vehicle, Motorcycle), State\* (dropdown with 'IL-Illinois' selected), County, Group, and Zip Code. A 'Clear All' button and a 'Search' button are also present. Below the search form is a 'Rates for Workflow Insurance Company' section with a 'Search Table' input field. A table displays search results with columns for Last Saved Date, Claim Type, State, County, Group, Range Type, Zip Code (s), and Action. Filter buttons for 'Filter Count', 'Filter Group', and 'Filter Zip Code(s)' are located above the table. An 'Export' button is at the bottom left. The interface also shows pagination information '1 - 2 of 2'.

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## Maintain Labor Rates, Continued

### Add Labor Rates

Follow the steps in the table below to add labor rates profiles.

Step	Action
1	Click the <b>Add Rates</b> button. The <b>Add Rates</b> window opens.
2	Select a <b>Claim Type</b> using the radio buttons.
3	Select a <b>Range Type</b> , and then specify the range type in the field(s) that appear. This process can be completed for each range type.
4	Enter the <b>Rate</b> dollar value in the field for the corresponding labor category(s).
5	Click <b>Add</b> when finished. The new labor type will appear in the list of labor types.

The screenshot shows the 'Add Rates' window with the following elements highlighted by numbered callouts:

- 2**: Points to the 'Claim Type' section where 'Vehicle' is selected.
- 3**: Points to the 'Range Type' section where 'County' is selected.
- 4**: Points to the 'Rate' column in the table, where values are being entered for various categories.
- 5**: Points to the 'Add' button at the bottom right of the window.

Code	Category	Rate
B	Body	\$ 0.00
BS	Body Supplies	\$ 0.00
D	Diagnostic	\$ 0.00
E	Electric	\$ 0.00
F	Frame	\$ 0.00
G	Glass	\$ 0.00
M	Mechanical	\$ 0.00
P	Paint	\$ 0.00
PS	Paint Supplies	\$ 0.00
R	PDR	\$ 0.00
S	Structural	\$ 0.00

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## Maintain Labor Rates, Continued

### Edit Labor Rates

Follow the steps in the table below to edit existing labor rates profiles.

Step	Action
1	Select the <b>Edit</b> icon from the labor rates search results for the labor rate you would like to edit. The <b>Edit Rates</b> window opens. 
2	Change the <b>Rates</b> for the corresponding category as desired. The Zip Code(s) and Group names are also editable. <b>Note:</b> The Claim type, Range Type, state, and county detail cannot be edited.
3	Click <b>Save</b> to make the changes. A message appears indicating that the rates have been successfully saved.

### Copy Labor Rates

Follow the steps in the table below to copy existing labor rates to be used for another Claim and/or Range Type(s).

Step	Action
1	Select the <b>Copy</b> icon from the labor rates search results for the labor rate you would like to copy. The <b>Copy Rates</b> window opens. 
2	Select a <b>Claim Type</b> using the radio buttons.
3	Select a <b>Range Type</b> , and then specify the range type in the fields that appear. This process can be completed for each range type.
4	Enter the <b>Rate</b> dollar value in the field for the corresponding labor category(s).
5	Click <b>Save</b> to make the changes.

### Delete Labor Rates

There are two methods for deleting **Labor Rates**.

**Method 1:** Delete Individual Rates

**Method 2:** Batch Delete Rates

This section will review each method.

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## Maintain Labor Rates, Continued

### Delete Labor Rates, continued

#### Method 1: Delete Individual Rates

Use this method when you want to delete a file or a few files.

Follow the steps in the table below to delete individual labor rate profiles.

Step	Action
1	Select the <b>Delete</b> icon from the labor rates search results for the labor rate that you would like to delete. 
2	Click <b>Confirm</b> to permanently delete the labor rate.

#### Method 2: Batch Delete Rates

Use **Batch Delete** as part of your process for updating files when you need to make changes to more than a few files within a **State**. We recommend following the process shown below to ensure that files have consistent numbering and that no files are missed when you make updates.



**Note:** You can batch delete multiple files or all files. If you import new files to replace the deleted files, the numbering will change.

Follow the steps in the table below to batch delete labor rate profiles.

Step	Action
1	Search for the rates you want to batch delete. <b>Recommended:</b> Search and process by State.
2	Use the check box at the upper left to select all falls or place a check in desired files to select. The batch <b>Delete</b> button displays. <b>Recommended:</b> Select all files.
3	Click <b>Export</b> to save a backup of the files to batch delete. <b>Recommended:</b> Export all files.

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## Maintain Labor Rates, Continued

### Delete Labor Rates, continued

Step	Action
4	Click <b>Delete</b> to remove selected files. You will be prompted to confirm the deletion.
5	<b>Optional:</b> If batch deleting in order to replace with edited files, make desired edits on the exported spreadsheet.
6	<b>Optional:</b> If replacing files, import an updated spreadsheet.

### Export Labor Rates

Follow the steps in the table below to export labor rate profiles.

Step	Action
1	Select the <b>Export</b> icon from the labor rates search results for the labor rates that you would like to export. 
2	Open the exported file from your web browser's download area. The .xls file will open.

**Note:** See page 16–18 for a description of the exported file.

# Maintain Tax Rates

## Introduction

This section describes how to search, edit, add, copy, delete, and export tax rate profiles, which can be managed by selecting the **Maintain Tax Rates** link.

## Search Tax Rates

Follow the steps in the table below to search for tax rates.

Part	Description
1	Enter the search criteria using the radio buttons and fields to show results for the tax rate by: <ul style="list-style-type: none"> <li>• <b>Claim Type:</b> Vehicle, Motorcycle, or All</li> <li>• <b>State:</b> Search by a single state or territory.</li> <li>• <b>County:</b> Search by a single county based on the state selected.</li> <li>• <b>Municipal:</b> Search by a list of available municipalities based on the state and county.</li> </ul> <p><b>Note:</b> <b>State</b> is a required field.</p>
2	Select <b>Search</b> to show the tax rates that match the search criteria selected. The Search results' rates will appear below. <p><b>Note:</b> Select <b>Clear All</b> to clear all search fields.</p>
3	Enter search criteria to filter the search results.
4	Filter results further by entering information into the <b>Configuration, County, or Municipal</b> text entry boxes.
5	The search results' labor rates will appear below.

The screenshot shows the 'Search Tax Rates' interface. Callout 1 points to the search criteria section (Claim Type, State, County, Municipal). Callout 2 points to the 'Search' button. Callout 3 points to the 'Search Table' header. Callout 4 points to the filter boxes (Filter Configuration, Filter County, Filter Municipal). Callout 5 points to the table of search results.

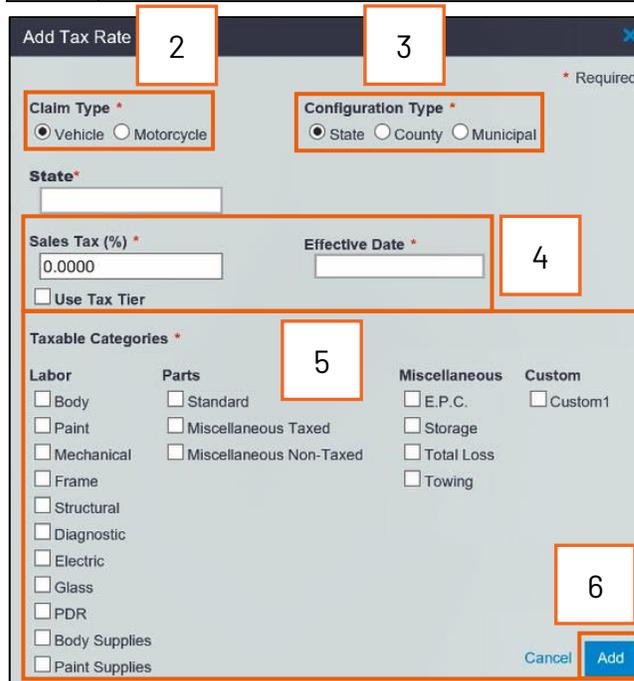
Configuration Type	Claim Type	State	County	Municipal	Sales Tax (%)	Tiered Tax	Effective Date	Action
STATE	Vehicle	CA			6.0000	Not Tiered	02-12-2019	
COUNTY	Vehicle	CA	Los Angeles		0.2500	Not Tiered	02-12-2019	

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## Maintain Tax Rates, Continued

**Add Tax Rates** Follow the steps in the table below to add tax rate profiles.

Step	Action
1	Click the <b>Add Tax Rates</b> button. The <b>Add Tax Rates</b> window opens. 
2	Select a <b>Claim Type</b> using the radio buttons.
3	Select a <b>Configuration Type</b> , and then specify the configuration type in the field that appears. This process can be completed for each configuration type.
4	Enter the <b>Sales Tax</b> percentage and the <b>Effective Date</b> in the appropriate fields. To enter a tiered tax rate, select the <b>Use Tax Tier</b> checkbox, and then enter a <b>Bottom \$</b> , <b>Rate %</b> , and <b>Surcharge \$</b> in the available fields. <b>Note:</b> A maximum of 4 tax tiers can be added. Each <b>Bottom \$</b> must have a higher dollar value than the one listed above in the list.
5	Select the <b>Taxable Categories</b> checkboxes to determine which categories to have the sales tax applied.
6	Click <b>Add</b> when finished. A message will appear indicating that the rates for the associated claim type and range have been added.



The screenshot shows the 'Add Tax Rate' form with the following elements highlighted by numbered callouts:

- 2:** Claim Type radio buttons (Vehicle, Motorcycle).
- 3:** Configuration Type radio buttons (State, County, Municipal).
- 4:** Sales Tax (%) field (0.0000) and Effective Date field.
- 5:** Taxable Categories section with checkboxes for Labor, Parts, Miscellaneous, and Custom.
- 6:** Add button.

**Note:** A notification will appear if an existing tax configuration exists that has a different effective date. In this case, select **Confirm** to create this new configuration.

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## Maintain Tax Rates, Continued

**Edit Tax Rates** Follow the steps in the table below to edit existing **Tax Rates** profiles.

Step	Action
1	Select the <b>Edit</b> icon from the labor rates search results for the labor rate you would like to edit. The <b>Edit Rates</b> window opens. 
2	Change the <b>Sales Tax</b> percentage and the <b>Effective Date</b> in the appropriate fields as desired. Also, if desired, enter or change the tiered tax rate, select the <b>Use Tax Tier</b> checkbox, and enter a <b>Bottom \$</b> , <b>Rate %</b> , and <b>Surcharge \$</b> in the available fields. <b>Note:</b> A maximum of 4 tax tiers can be added. Each <b>Bottom \$</b> must have a higher dollar value than the one listed above in the list.  <b>Note:</b> The <b>Claim Type</b> , <b>Configuration Type</b> , <b>State</b> , <b>County</b> , and <b>Municipal</b> details cannot be edited.
3	Click <b>Save</b> to make the changes. A message appears indicating that the rates have been successfully saved.

## Copy Tax Rates

Follow the steps in the table below to copy existing tax rates to be used for another **Claim** and/or **Range Type(s)**.

Step	Action
1	Select the <b>Copy</b> icon from the tax rates search results for the tax rate you would like to copy. The <b>Copy Rates</b> window opens. 
2	Select a <b>Claim Type</b> using the radio buttons.
3	Select a <b>Configuration Type</b> , and then specify it in the fields that appear. This process can be completed for each range type.
4	Enter the <b>Sales Tax %</b> in the field, select an <b>Effective Date</b> , and select the taxable category(s).  To enter a tiered tax rate, select the <b>Use Tax Tier</b> checkbox, and then enter a <b>Bottom \$</b> , <b>Rate %</b> , and <b>Surcharge \$</b> in the available fields. <b>Note:</b> A maximum of 4 tax tiers can be added. Each <b>Bottom \$</b> must have a higher dollar value than the one listed above in the list.

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## Maintain Tax Rates, Continued

### Copy Tax Rates, continued

Step	Action
5	Select the <b>Taxable Categories</b> checkboxes to determine which categories to have the sales tax applied.  <b>Note:</b> A notification will appear if an existing tax configuration exists which has a different effective date. Select <b>Confirm</b> to create this new configuration.
6	Click <b>Save</b> to make the changes.

### Delete Tax Rates

There are two methods for deleting **Tax Rate** profiles. This section will review each method.

#### Method 1: Delete Individual Tax Rate Profiles

Use this method when you want to delete a single tax rate or a few rates.

Follow the steps in the table below to delete tax rate profiles.

Step	Action
1	Select the <b>Delete</b> icon from the tax rates search results for the tax rate that you would like to delete. 
2	Click <b>Confirm</b> to permanently delete the tax rate.

#### Method 2: Batch Delete Rates

Use **Batch Delete** as part of your process for updating tax rates when you need to make changes to more than a few tax rate profiles within a **State**.

We recommend following the process shown here to ensure that files have consistent numbering and that no files are missed when you make updates.



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## Maintain Tax Rates, Continued

### Delete Tax Rates, continued

Now let's review the process, including batch deleting files. **Note:** You can batch delete multiple files or all files. If you import new files to replace the deleted files, the numbering will change.

Follow the steps in the table below to batch delete tax rate profiles.

Step	Action
1	Search for the tax rate profiles you want to batch delete. <b>Recommended:</b> Search and process by State.
2	Use the check box at the upper left to select all files or place a check in desired files to select. The batch <b>Delete</b> button displays. <b>Recommended:</b> Select all files.
3	Click <b>Export</b> to save a backup of the files to batch delete. <b>Recommended:</b> Export all files.
4	Click <b>Delete</b> to remove selected files. You will be prompted to confirm the deletion.
5	<b>Optional:</b> If batch deleting in order to replace with edited files, make desired edits on the exported spreadsheet.
6	<b>Optional:</b> If replacing files, import updated spreadsheet.

Search Tax Rates \* Required

Claim Type:  All  Vehicle  Motorcycle

State:  County:  Municipal:

Clear All

Tax Rates for Implementation Test Company

Search Table

<input checked="" type="checkbox"/>	Configuration Type	Claim Type	State	County	Municipal	Sales Tax (%)	Tiered Tax	Effective Date	Action
	<input type="text" value="Filter Configurat"/>			<input type="text" value="Filter County"/>	<input type="text" value="Filter Municipal"/>				
<input checked="" type="checkbox"/>	MUNICIPAL	Vehicle	IL			10.0000	Not Tiered	04-16-2020	<a href="#">✎</a> <a href="#">🗑️</a> <a href="#">👁️</a>
<input checked="" type="checkbox"/>	MUNICIPAL	Vehicle	IL			11.0000	Not Tiered	04-16-2020	<a href="#">✎</a> <a href="#">🗑️</a> <a href="#">👁️</a>
<input type="checkbox"/>	STATE	Vehicle	IL			20.0000	Not Tiered	02-27-2020	<a href="#">✎</a> <a href="#">👁️</a>
<input type="checkbox"/>	STATE	Vehicle	IL			0.0000	Not Tiered	02-20-2020	<a href="#">✎</a> <a href="#">👁️</a>
<input type="checkbox"/>	MUNICIPAL	Vehicle	IL			80.0000	Not Tiered	01-22-2020	<a href="#">✎</a> <a href="#">👁️</a>
<input type="checkbox"/>	COUNTY	Vehicle	IL			20.0000	Not Tiered	09-12-2019	<a href="#">✎</a> <a href="#">👁️</a>
<input type="checkbox"/>	COUNTY	Vehicle	IL			8.0000	Not Tiered	06-18-2019	<a href="#">✎</a> <a href="#">👁️</a>
<input type="checkbox"/>	COUNTY	Vehicle	IL			10.0000	Not Tiered	06-14-2019	<a href="#">✎</a> <a href="#">👁️</a>

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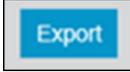
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## Maintain Tax Rates, Continued

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### Export Tax Rates

Follow the steps in the table below to export labor rate profiles.

Step	Action
1	Select the <b>Export</b> icon from the labor rates search results for those that you would like to export. 
2	Open the exported file from your web browser's download area. The .xls file will open.

**Note:** See page 19 for a description of the exported file.

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# Import Labor & Tax Rates

## Introduction

This section describes how to import labor and tax rate profiles.

## Import Labor and Tax Rates

Select the **Import Data** link, and then follow the steps in the table below to import labor or tax rates profiles.

Step	Action
1	Select <b>Labor</b> or <b>Tax</b> from the <b>Rate Type</b> drop-down list.
2	Enter the <b>State</b> for the labor or tax rate profile file. <b>Note:</b> Only one state can be selected at a time to import files for labor or tax profiles.
3	Click <b>Browse</b> , and find the file to import the tax or labor rates. <b>Note:</b> The import feature only allows files to be added; you cannot delete or edit existing records. See page 13-16 for a description of the column naming convention for imported labor and tax rate files. Additionally, the file name cannot include any spaces and/or periods; otherwise, they will fail to upload. <b>Example:</b> <ul style="list-style-type: none"><li>• <b>Good:</b> ABCInsCRT230101.xlsx</li><li>• <b>Bad:</b> ABCIns CRT 23.01.01.xlsx</li></ul>
4	Click <b>Submit</b> . A message will appear if the import was successful.

The screenshot shows a web interface for importing data. At the top, there is a dark navigation bar with the text 'Import Workflow Insurance'. Below this, there are four numbered callouts (1, 2, 3, 4) pointing to specific elements: 1 points to a 'Rate Type\*' dropdown menu with 'Please select one' and a downward arrow; 2 points to a 'State\*' text input field; 3 points to a 'File\*' text input field with a 'Browse...' button; and 4 points to a blue 'Submit' button. There is also a 'Clear All' button next to the 'Submit' button.

# Custom Categories

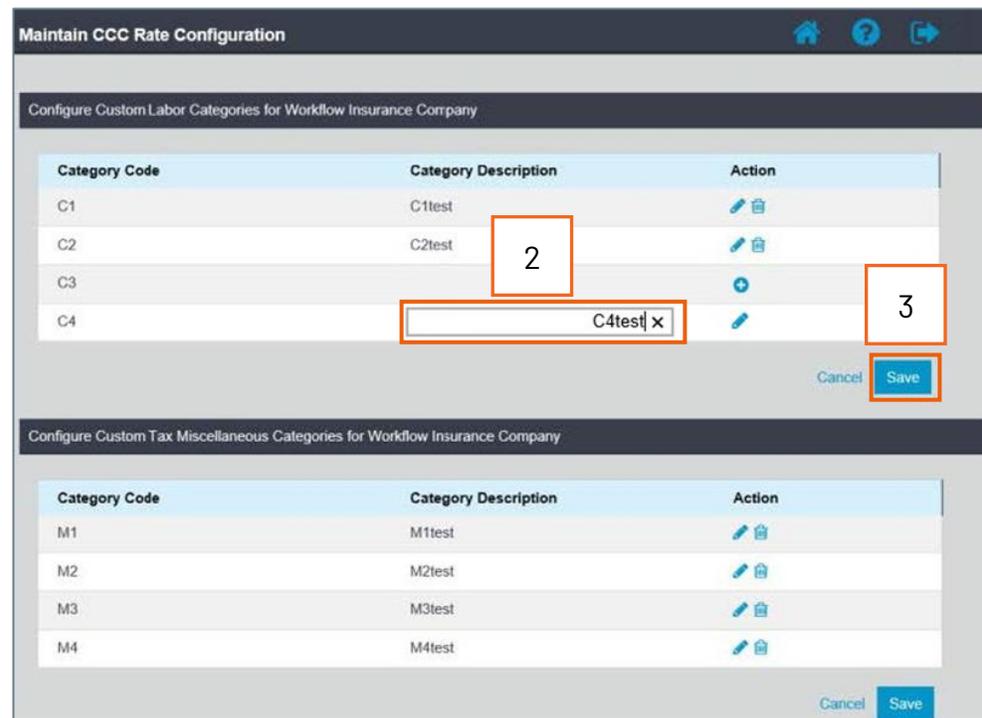
## Introduction

This section describes how to use **Custom Categories** to define unique labor or tax rates. **Custom Labor Categories** and **Tax Miscellaneous Categories** provide the ability to define a maximum of four custom labor rates and tax categories.

## Custom Categories

Follow the steps in the table below to add a **Custom Category**.

Step	Action
1	Click on the  icon.
2	Enter a name for the <b>Custom Category</b> .
3	Click <b>Save</b> . The <b>Custom Category</b> is now added.



**Note:** A minimum of two characters are required for the category description, and it cannot match an existing configuration item.

## Exported Labor Rate File Example

### Introduction

The following table is an example of the columns, headers, and details provided in exported labor rate files.

**Note:** When importing labor rate files, the columns must be in the defined order shown below and the column headers must match exactly.

Column	Value	Details
A	RecordIds	This is the internal record id/order <ul style="list-style-type: none"> <li>• Required - cannot be null</li> <li>• Numeric only</li> <li>• Must be unique</li> </ul>
B	ClaimType	This is the Claim Type <ul style="list-style-type: none"> <li>• Required - cannot be null</li> <li>• Must enter Vehicle or Motorcycle</li> </ul>
C	RangeType	This is the Range Type <ul style="list-style-type: none"> <li>• Required - cannot be null</li> <li>• Must be one of the following:               <ul style="list-style-type: none"> <li>○ ZipCode</li> <li>○ State</li> <li>○ County</li> </ul> </li> </ul>
D	State	This is the State abbreviation <ul style="list-style-type: none"> <li>• Required - cannot be null</li> <li>• Must be a valid state abbreviation code (e.g. IL), we only support the 50 continental states and GU (Guam), DC (District of Columbia), PR (Puerto Rico) and VI (Virgin Islands)</li> <li>• Can only be for one state</li> <li>• Any other state values will be rejected</li> </ul>
E	County	This is the name for the county or counties <ul style="list-style-type: none"> <li>• Required only if Range Type = County</li> <li>• Alpha characters only</li> <li>• County must be unique for Claim Type and State</li> </ul>
F	ZipCodes	Zip code(s) <b>Validation(s):</b> <ul style="list-style-type: none"> <li>• Required if Range Type = ZipCode</li> <li>• Numeric only (5 characters only)</li> <li>• No more than 500 zip codes per group are allowed.</li> <li>• If more than one zip code is entered, they must be separated with a comma (no spaces) for example: 61008,61109</li> <li>• Duplicate zip codes within the same group will be rejected.</li> <li>• Duplicate zip codes within other groups will also be rejected.</li> </ul>

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## Exported Labor Rate File Example, Continued

Column	Value	Details
G	Group	<p>This is the group name</p> <ul style="list-style-type: none"> <li>• {state abbreviation}required if Range Type = State</li> <li>• {name of county}required if Range Type = County</li> <li>• {group name} required if Range Type = ZipCode and more than one zip code entered</li> <li>• Single ZipCode required if Range Type = ZipCode and only one zip code entered</li> </ul>
H	Custom Labor	<p>This is the custom labor category (1)</p> <ul style="list-style-type: none"> <li>• Numeric (Dollar Amount)</li> </ul> <p><b>Note:</b> The column header value will be the Category Description that has been set for Category Code = C1.</p> <p><b>Note:</b> This column will not be displayed if a custom category code has not been setup.</p>
I	Custom Labor	<p>This is the custom labor category (2)</p> <ul style="list-style-type: none"> <li>• Numeric (Dollar Amount)</li> </ul> <p><b>Note:</b> The column header value will be the Category Description that has been set for Category Code = C2.</p> <p><b>Note:</b> This column will not be displayed if a custom category code has not been setup.</p>
J	Custom Labor	<p>This is the custom labor category (3)</p> <ul style="list-style-type: none"> <li>• Numeric (Dollar Amount)</li> </ul> <p><b>Note:</b> The column header value will be the Category Description that has been set for Category Code = C3.</p> <p><b>Note:</b> This column will not be displayed if a custom category code has not been setup.</p>
K	Custom Labor	<p>This is the custom labor category (4)</p> <ul style="list-style-type: none"> <li>• Numeric (Dollar Amount)</li> </ul> <p><b>Note:</b> The column header value will be the Category Description that has been set for Category Code = C4.</p> <p><b>Note:</b> This column will not be displayed if a custom category code has not been setup.</p>
L	Body	<p>This is the body labor amount</p> <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
M	Paint	<p>This is the paint labor amount</p> <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
N	Mechanical	<p>This is the mechanical labor amount</p> <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>

Continued on next page

## Exported Labor Rate File Example, Continued

Column	Value	Details
O	Frame	This is the frame labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
P	Structural	This is the structural labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
Q	Diagnostic	This is the diagnostic labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
R	Electrical	This is the electrical labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
S	Glass	This is the glass labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
T	PDR	This is the paintless dent repair labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
U	Body Supplies	This is the body supplies labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>
V	Paint Supplies	This is the paint supplies labor amount <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Numeric only (Dollar Amount)</li> </ul>

## Exported Tax Rate File Example

**Introduction** Below is an example of the tax export column, headers, and details for the exported file.

**Note:** When importing tax rate files, the columns must be in the defined order shown below and the column headers must match exactly.

Column	Value	Details
A	Id	Internal record id/order
B	ClaimType	Vehicle or Motorcycle
C	Configuration Type	STATE, COUNTY or MUNICIPAL
D	State	Selected State
E	County	County value, only when Configuration Type = COUNTY or MUNICIPAL.
F	Municipal	Municipal value, only when Configuration Type = MUNICIPAL.
G	Effective Date	Date the tax rate is effective.
H	Sales Tax	Sales Tax percentage.
I	Labor	Labor categories for the tax rate (Body, Body Supplies).
J	Parts	Part categories for the tax rate (Miscellaneous, Non-taxed, etc.).
K	Miscellaneous	Miscellaneous categories for the tax rate (E.P.C.).
L	Custom	Custom categories for the tax rate (C1, C2).
M	Bottom1	If tiered tax rate is applicable, this is the bottom dollar amount for the first tier. This dollar amount must be less than Bottom2.
N	Rate1	This is the tax rate percentage that will be applied for this tier.
O	Surcharge1	This is the surcharge dollar amount that will be applied for this tier.
P	Bottom2	This is the bottom dollar amount for the second tier. This dollar amount must be greater than Bottom1, and less than Bottom3.
Q	Rate2	This is the tax rate percentage that will be applied for this tier.
R	Surcharge2	This is the surcharge dollar amount that will be applied for this tier.
S	Bottom3	This is the bottom dollar amount for the third tier. This dollar amount must be greater than Bottom2, and less than Bottom4.
T	Rate3	This is the tax rate percentage that will be applied for this tier.
U	Surcharge3	This is the surcharge dollar amount that will be applied for this tier.
V	Bottom4	This is the bottom dollar amount for the fourth tier. This dollar amount must be greater than Bottom3.
W	Rate4	This is the tax rate percentage that will be applied for this tier.
X	Surcharge4	This is the surcharge dollar amount that will be applied for this tier.