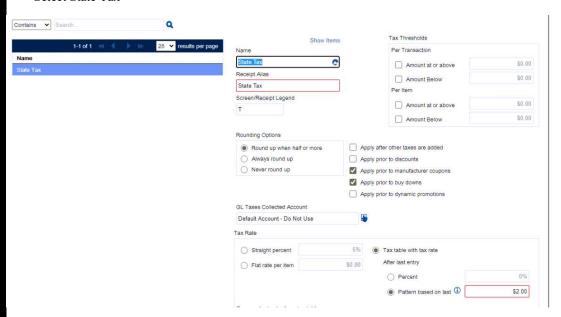


7.5% Tax Change Guide

Catapult

Open WebOffice and navigate to Setup -> Generator -> Taxes Select State Tax



If Tax Rate is set to Straight Percent:

Change the percentage rate to 7.5%

If Tax Rate is set to Tax Table with Tax Rate:

Set the table to match the image below by changing the To amount. If you run out of lines click Create New to add a line to the end. Likewise, if you have extra lines at the end then click Remove Last Entry From Tax Table.

Remove last entry from tax table

		reate New
From	То	Tax Amount
\$0.01	\$0.09	\$0.00
\$0.10	\$0.13	\$0.01
\$0.14	\$0.26	\$0.02
\$0.27	\$0.40	\$0.03
\$0.41	\$0.53	\$0.04
\$0.54	\$0.66	\$0.05
\$0.67	\$0.80	\$0.06
\$0.81	\$0.93	\$0.07
\$0.94	\$1.06	\$0.08
\$1.07	\$1.20	\$0.09
\$1.21	\$1.33	\$0.10
\$1.34	\$1.46	\$0.11
\$1.47	\$1.60	\$0.12
\$1.61	\$1.73	\$0.13
\$1.74	\$1.86	\$0.14
\$1.87	\$2.09	\$0.15