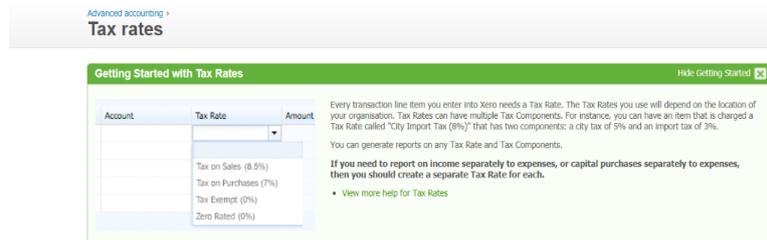
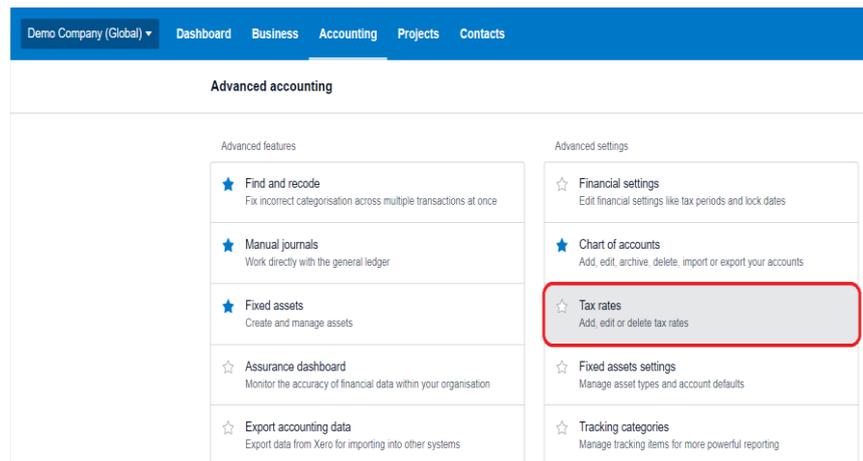
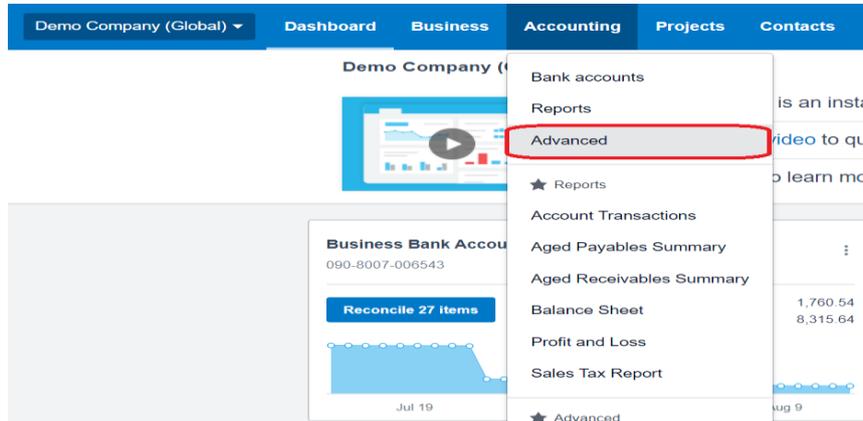


## Step 1: Add VAT Rates

- Select “Advanced” from the Accounting drop-down menu tab.
- Select “Tax Rates”.
- Select “New Tax Rate”.



**New Tax Rate**

Delete No items selected

Name	Tax Rate	Accounts using this Tax Rate
<input type="checkbox"/> Exempt Sales	0%	0
<input type="checkbox"/> MB - GST/RST on Purchases	12%	0
<input type="checkbox"/> MB - GST/RST on Sales	12%	0
<input type="checkbox"/> Sales Tax on Imports	0%	0
<input type="checkbox"/> Tax Exempt	0%	36



## Step 2: Sales @ 9% VAT Code Set Up

- Fill in relevant fields as outlined below and select “Save”

### Add New Tax Rate

**Tax Rate Display Name**  
The name as you would like it to appear in Xero (limited to 50 characters)

COVID - Sales @ 9%

**Tax Components**

A - VAT on Sales 9 %

Non-recoverable

[+ Add a Component](#) **Total tax rate** 9.00 %

[Save](#) [Cancel](#)

## Step 3: Purchases for RESALE @ 9% VAT Code Set Up

- Fill in relevant fields as outlined below and select “Save”

### Add New Tax Rate

**Tax Rate Display Name**  
The name as you would like it to appear in Xero (limited to 50 characters)

COVID - PFR @ 9%

**Tax Components**

B - Purchases for Resale 9 %

Non-recoverable

[+ Add a Component](#) **Total tax rate** 9.00 %

[Save](#) [Cancel](#)



## Step 4: Purchases **NOT FOR RESALE** @ 9% VAT Code Set Up

- Fill in relevant fields as outlined below and select “Save”

### Add New Tax Rate ✕

**Tax Rate Display Name**  
The name as you would like it to appear in Xero (limited to 50 characters)

**Tax Components**

<input type="text" value="C - Purchases Not for Resale"/>	<input type="text" value="9 %"/>
---	----------------------------------

Non-recoverable

[Add a Component](#) Total tax rate **9.00 %**

[Save](#) [Cancel](#)