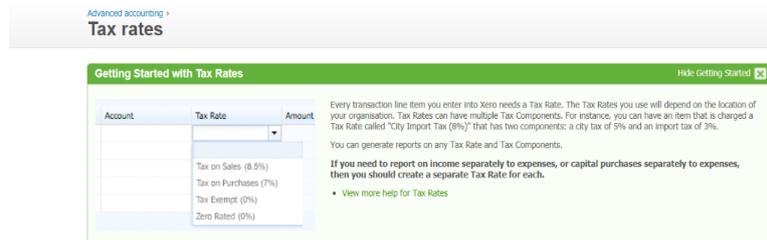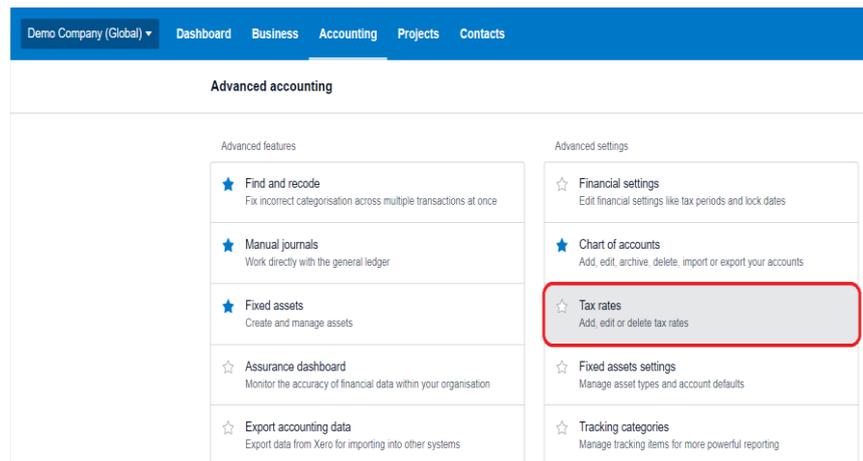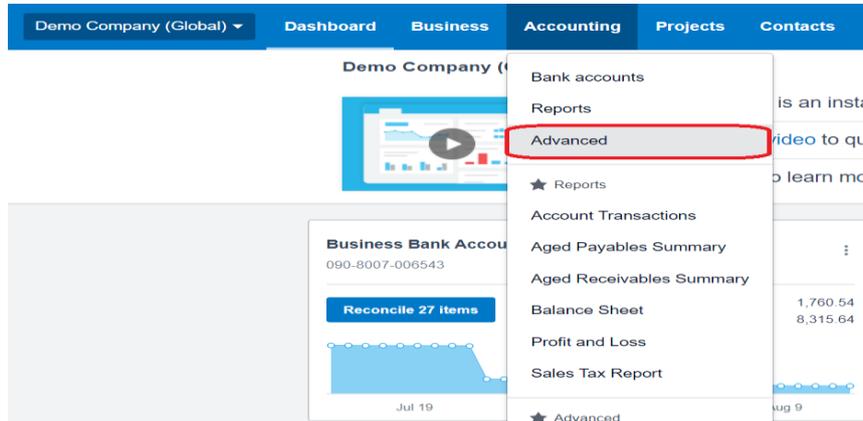## Step 1: Add VAT Rates

- Select "*Advanced*" from the Accounting drop-down menu tab.
- Select "*Tax Rates*".
- Select "*New Tax Rate*".

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)

COVID - PNFR @ 9%

Tax Components

| C - Purchases Not for Resale | 9 % |

☐ Non-recoverable

🔲 Add a Component   **Total tax rate**   **9.00 %**

Save   Cancel