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FREE WORKSHEET

Sales tax on an invoice: worksheet

Work the tax out line by line, with a discount and shipping, and check it before the invoice goes out.

1. Before you start

Tax rate where this sale is taxed: _____ % Source (state / tax office page): _____

Which of my items are taxable? _____

Are delivery charges taxable where I sell? ☐ yes ☐ no ☐ only with taxable items

2. The order of the sums

1. Each line: quantity $\times$ unit price, rounded to the cent.
2. Subtotal: add the lines.
3. Discount: subtotal $\times$ discount %.
4. Tax: for each rate, (lines at that rate) $\times$ (1 – discount %) $\times$ rate, rounded once.
5. Shipping: added after tax if it is not taxed; otherwise put it in as a taxed line.
6. Total: subtotal – discount + tax + shipping.

3. Grid

Item	Qty	Unit price	Amount	Tax rate
Subtotal				
Discount (____ %)				
Tax at ____ % on \$_____				
Tax at ____ % on \$_____				
Shipping				
Total				

4. Worked example from the guide

$3 \times \$40.00$ taxed at 8.25% + $2 \times \$75.00$ not taxed = \$270.00. 10% discount -\$27.00. Tax 8.25% on \$108.00 = \$8.91. Shipping \$12.00. Total \$263.91.

The full guide, with the video: fynl.io/blog/add-sales-tax-to-invoice/

Free invoice generator: fynl.io/free-invoice-generator