Setting Tax Flags

Branch

The Branch Master Tax Flags are set to control the tax settings for the entire branch. Individuals clients can be set operate independently of the Branch settings, that way if the overall settings operate one way you can use the client flags for alternate settings. An example of that is with HST or QST for offices operating in provinces other then the Maritimes or Quebec.

In the Branch Master under Tax Flags you will see…

Federal Tax Activated………………: *(enter "Y" if GST or HST applies)*
Federal Tax Rate……………………: *(Enter "7.00" if GST or "15" if HST)*
Federal Tax Label…………………..: *(Enter "GST")*
Position of Tax on Statement……….: *(Enter "I" for Immediate or "E" for End)*
Federal Tax Registration #.................: *(this is optional)*
Government Client for Fed. Tax……: *(Enter the client number for GST client)*
Provincial Tax Activated……………: *(Enter "Y" if Branch wide and QST applies)*
Provincial Tax Rate…………………: *(Enter "8.50" if applicable)*
Provincial Tax Label………………..: *(Enter "QST" if applicable)*
Position of Tax on Statement……….: *(Enter "I" for Immediate or "E" for End)*
Provincial Tax Registration #.............: *(this is optional)*
Government Client for Prov. Tax …..: *(Enter the client number for the QST client)*
Prov. Taxed on the Fed. Tax………..: *(Enter "Y" for QST to tax the GST)*

Client

The Client Master Tax Flags are set to control the tax settings on an individual client basis. These flags are useful if you want particular clients to operate differently from your overall Branch settings.

In the Client Master under Tax Flags you will see…

(Applies to clients that list accounts with you)
Federal Tax Charged to Client [Charge Them] (Y/N/): *(Enter a "Y" or "N" or space)*
  Charge Them Federal Tax Label: *("GST")*   Charge Them Federal Tax Rate: *("7.00")*

(Applies to forwarded offices that you list with, and who charge you tax)
Federal Tax Charged by Agency [Charges Us] (Y/N/): (Enter a "Y" or "N" or space)
  Charge Us Federal Tax Label: *("GST")*   Charge Us Federal Tax Rate: *("7.00")*

Position of Federal Tax Line on Statement (I/E*):("I" for Immediate or "E" for End)*

Federal Tax Registration #......: (this is optional)

(Applies to clients that list accounts with you)
Provincial Tax Charge to Client [Charge Them] (Y/N/): ("Y" or "N" or space)
   Charge Them Prov. Tax Label: *("QST")*   Charge Them Prov. Tax Rate: *("8.5")*
(Applies to forwarded offices that you list with, and who charge you tax)
Provincial Tax Charged By Agency [Charges Us] (Y/N/): ("Y" or "N" or space)
   Charge Us Prov. Tax Label: *("QST")*   Charge Us Prov. Tax Rate: *("8.5")*

Provincial Tax Charged On Federal Tax: *(enter a "Y" for QST to tax the GST)*
   Position of Provincial Tax Line on Statement (I/E): *("I" for Immediate, "E" for End)*
Provincial Tax Registration #...: *{this is optional)*

Notes:

The I=Immediate or E=End choices refers to how the tax on commission line will appear on the statement. If "I" the tax line will follow immediately after the last transaction line. If "E" the tax line will appear at the end or bottom of the statement.

The client choices of "Y" or "N" or space simply mean that the flag is either on or off or if it's a space it will rely on the branch flag to control the tax settings.