

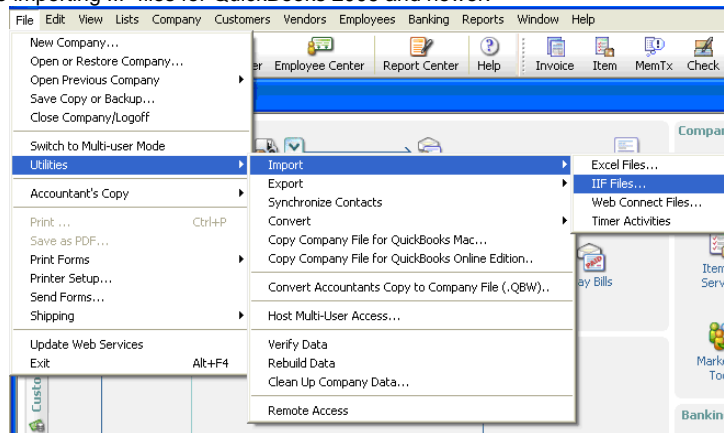
QuickBooks Quarterly Tax Rate Table Import Instructions

Each quarter, DOR will provide a quarterly tax rate and jurisdiction table, which is a text file in a special format (.IIF) that can be imported into QuickBooks. You can import these items into your QuickBooks company file if you are using one of the following versions of QuickBooks: Professional, Premier or Enterprise.

To import the latest quarterly tax rate table, do the following:

1. Download the quarterly tax rate table file for QuickBooks at <http://dor.wa.gov/QuickBooks> to a directory on your PC
2. Launch QuickBooks and open your company file
3. Select **File > Utilities > Import > IIF Files** (See Figure 1)
**For 2006-2008 versions

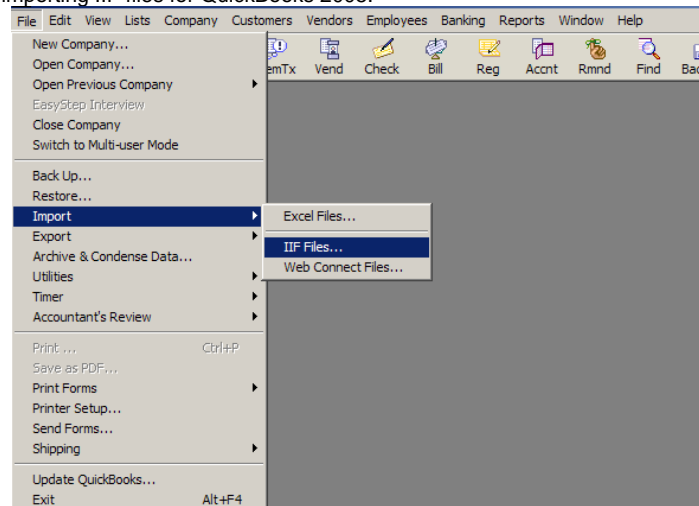
Figure 1. Path to importing IIF files for QuickBooks 2006 and newer.



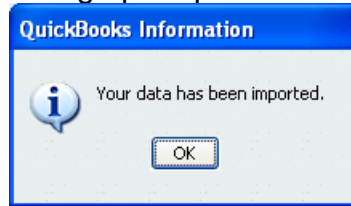
Or

3. Select **File > Import > IIF Files** (See Figure 2)
**For 2005 version

Figure 2. Path to importing IIF files for QuickBooks 2005.



4. Open the directory where you downloaded the quarterly tax rate table in Step 1.
5. Double-click the quarterly tax rate table file
6. QuickBooks will import the quarterly tax rate table in your Item list and will provide the following message prompt when complete.



7. Click OK

Important Note: Starting July 1, 2008, tax rate updates will be included as part of the quarterly tax rate and jurisdiction table. Tax rate updates will include an “effective date” as part of the Item Name. (See Figure 3)

Figure 3. Sample of tax rate update.

Name	Description	Type	Account	On Hand	Price
◆ ABERDEEN-1401	1401	Sales Tax Item	Sales Tax Payable	0	8.3%
◆ ADAMS CNTY-0100	0100	Sales Tax Item	Sales Tax Payable	0	7.6%
◆ AIRWAY HEIGHTS-3201	3201	Sales Tax Item	Sales Tax Payable	0	8.6%
◆ ALBION-3801	3801	Sales Tax Item	Sales Tax Payable	0	7.8%
◆ ALGONA-1701	1701	Sales Tax Item	Sales Tax Payable	0	8.9%
◆ ALGONA-1701 eff 04/08	1701	Sales Tax Item	Sales Tax Payable	0	9.0%
◆ ALMIRA-2201	2201	Sales Tax Item	Sales Tax Payable	0	7.7%
◆ ANACORTES-2901	2901	Sales Tax Item	Sales Tax Payable	0	8.0%
◆ ARLINGTON-3101	3101	Sales Tax Item	Sales Tax Payable	0	8.5%
◆ ASOTIN-0201	0201	Sales Tax Item	Sales Tax Payable	0	7.5%

Tax rate updates added after July 1, 2008 will remain a permanent part of the tax rate and jurisdiction table, so over time the file will include tax rate updates with different effective dates. It is also possible that a single location code may have two or more tax rate updates. After importing the quarterly tax rate and jurisdiction table, you may want to review your Item List and delete any items no longer necessary.

Please go to our web site at <http://dor.wa.gov/QuickBooks> each quarter to download the most recent text file for QuickBooks with the current rates.