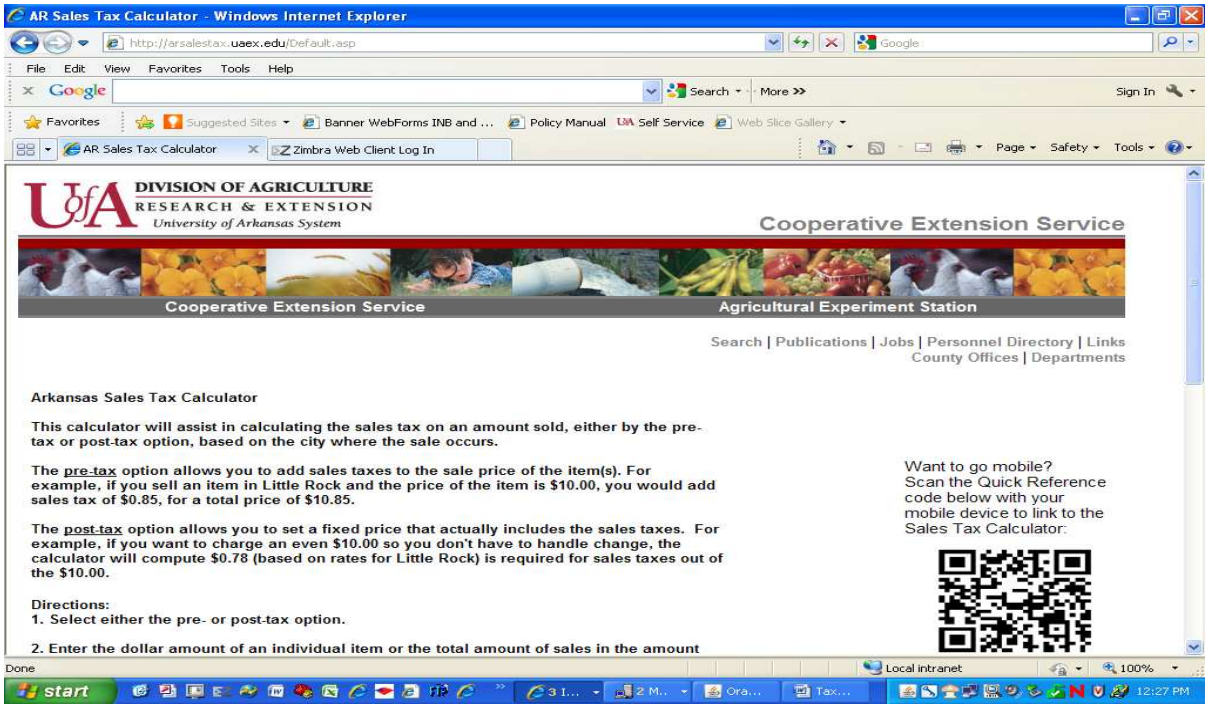
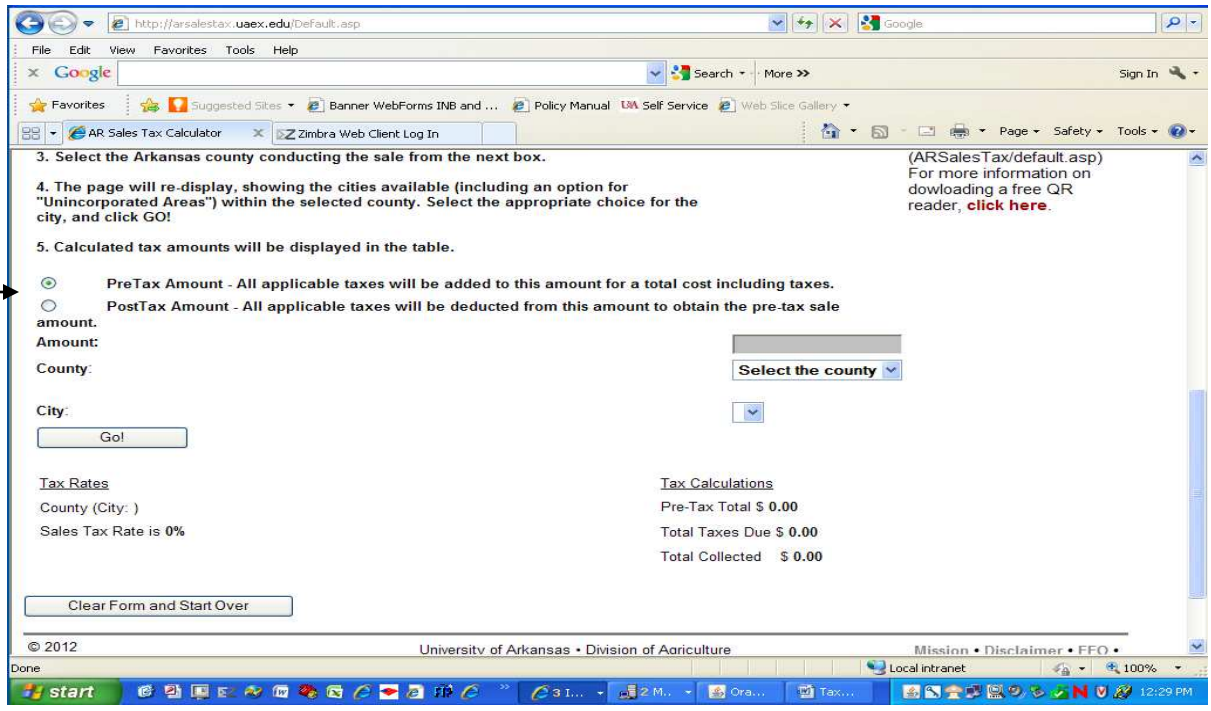
Using the Sales Tax Calculator

1. **Open an Internet Explorer Session and type in the URL as follows:**
   http://arsalestax.uaex.edu/Default.asp
   or select the link for the Sales Tax Calculator on the Master Gardener website.



2. **Determine whether you want to use the pre-tax option or the post-tax option for calculating the sales taxes and choose the button next to that option.**



Using the Sales Tax Calculator

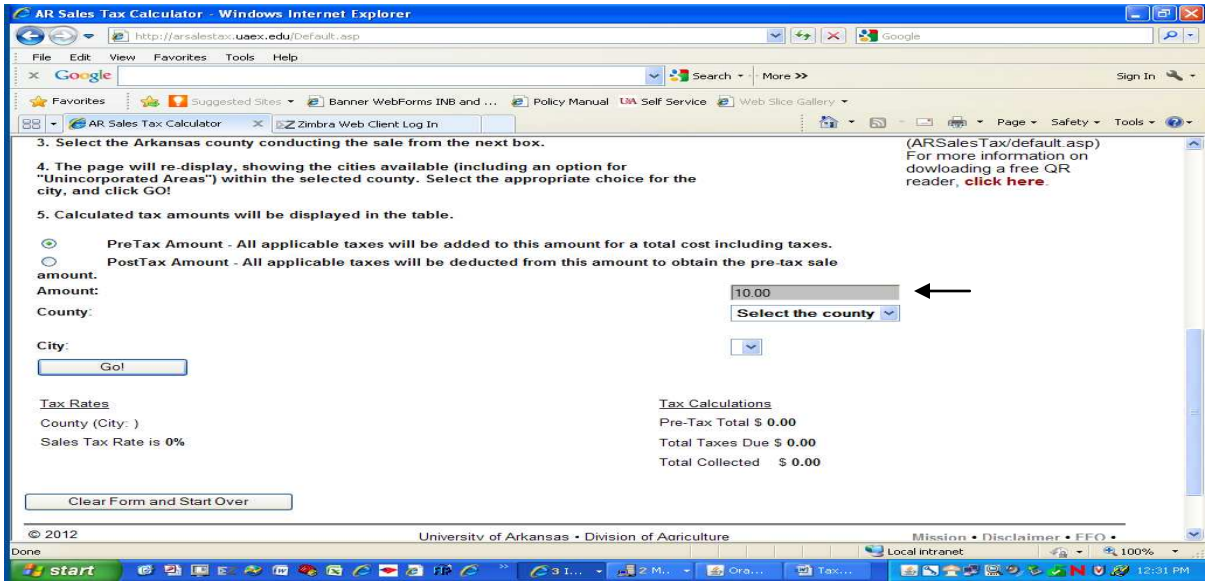
Pre-Tax Option

The pre-tax option allows you to add sales taxes to the sale price of item(s). For example, if the sale price of the item is $10.00, you would add sales tax of $0.85 (assuming the sale took place in Little Rock) for a total price of $10.85.

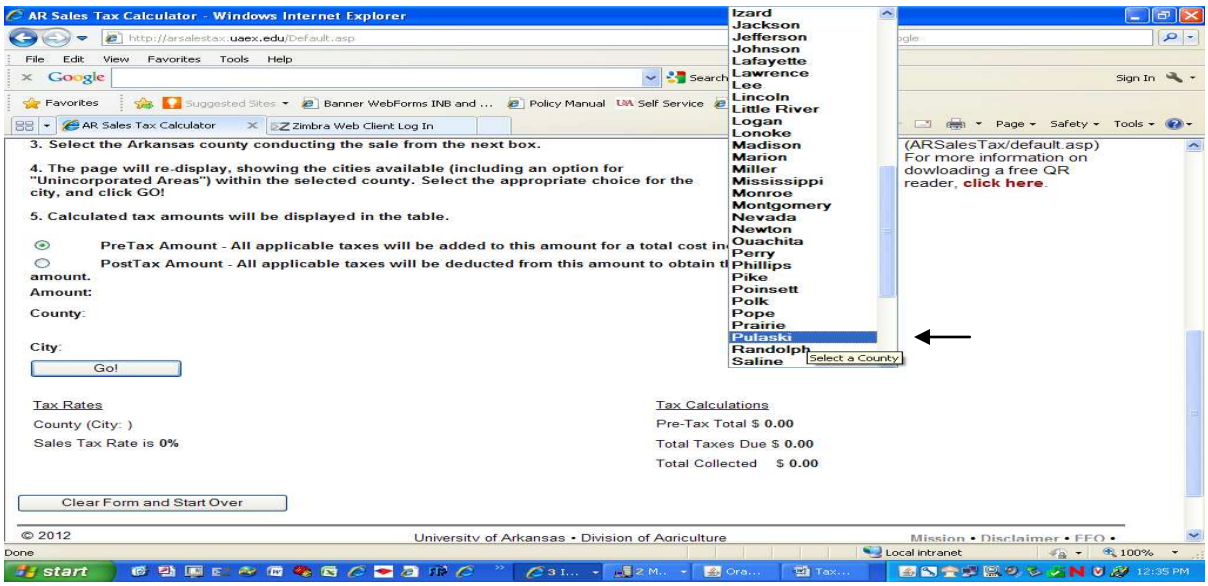
Post-Tax Option

The post-tax option allows you to set a price that includes or imputes the sales taxes. For example, if you wanted to charge an even $10.00 so that you did not have to handle change, that $10.00 would include the sales taxes.

3. **Enter the sale price of the item in the box next to Amount.**

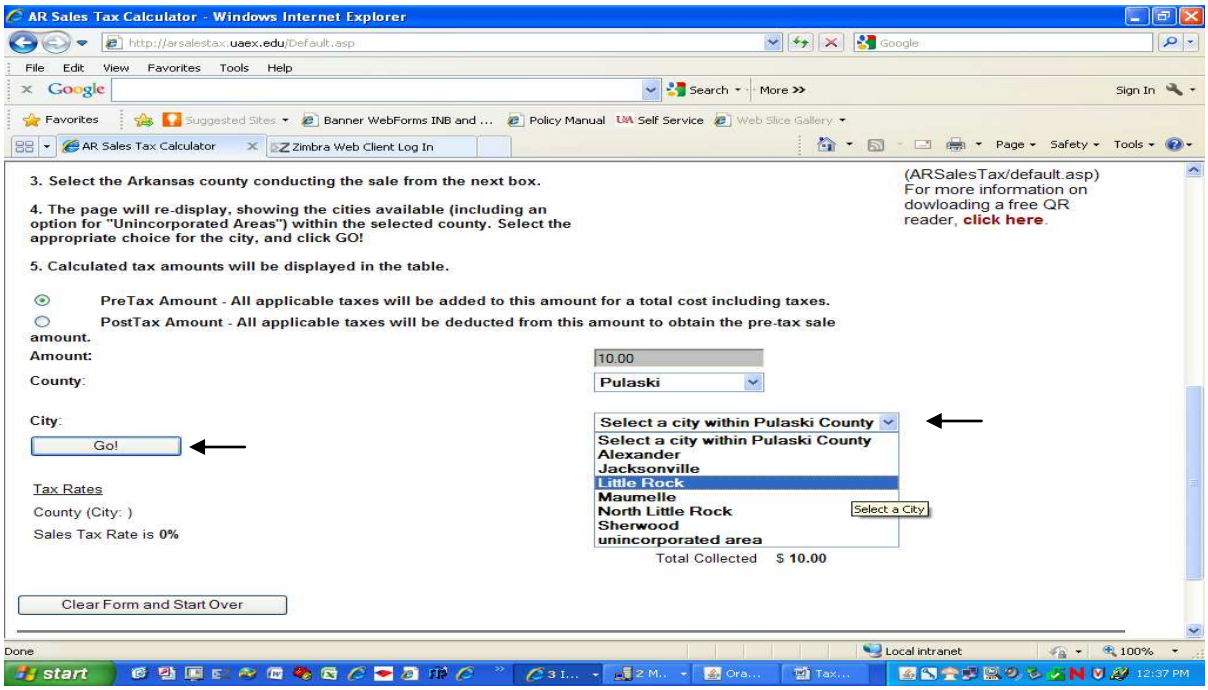


4. **Choose the arrow next the box that says "Select the county" scroll down, and select the county where the merchandise is being sold.**

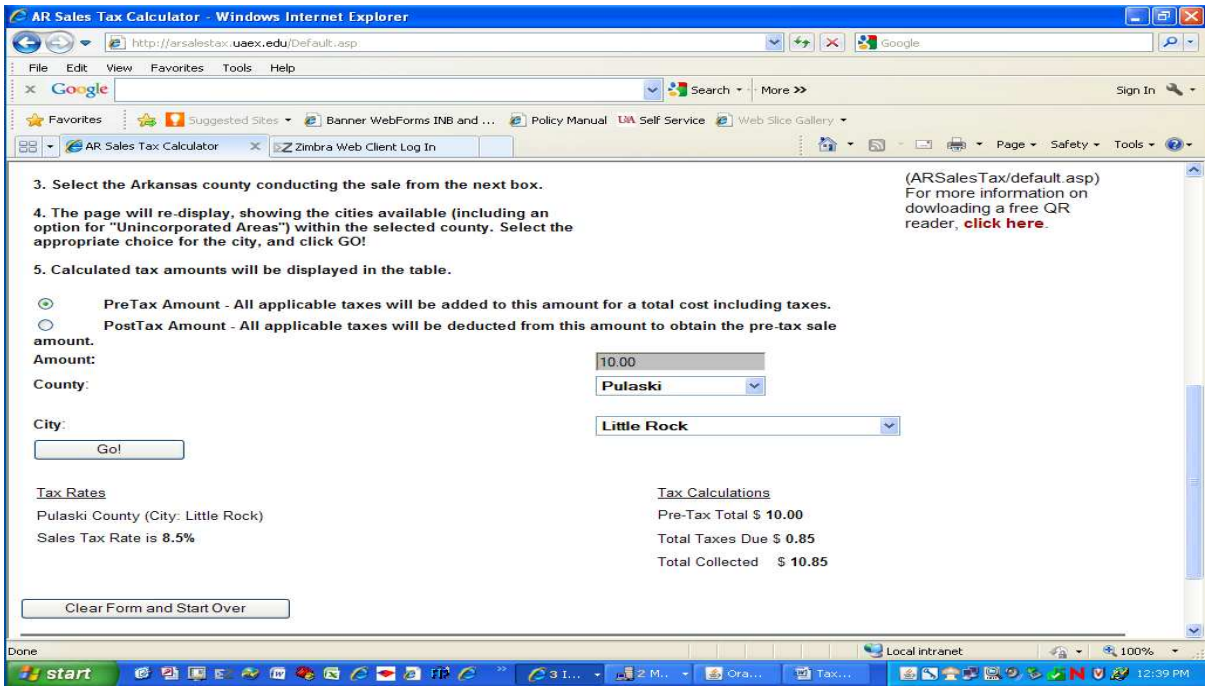


Using the Sales Tax Calculator

5. **Once you have selected the county, the calculator will re-display and ask you to "Select a city within the XXXXX County." Choose the arrow next to the box and select either one of the cities or the unincorporated area, then select the Go button.**

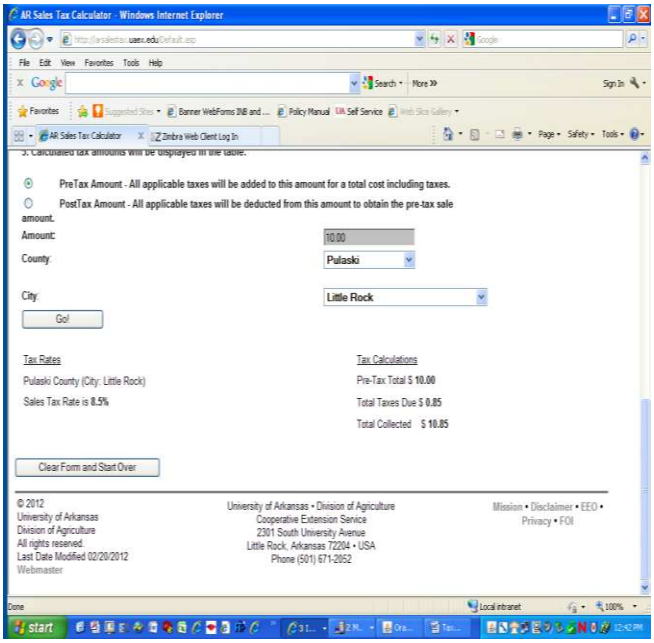


6. **The calculator will re-display again and show the County, City, and Sales Tax rate on the left-hand side of the screen. The Pre-Tax or Post-Tax Total, Total Taxes Due, and Total Collected amounts will be displayed on the right-hand side of the screen.**



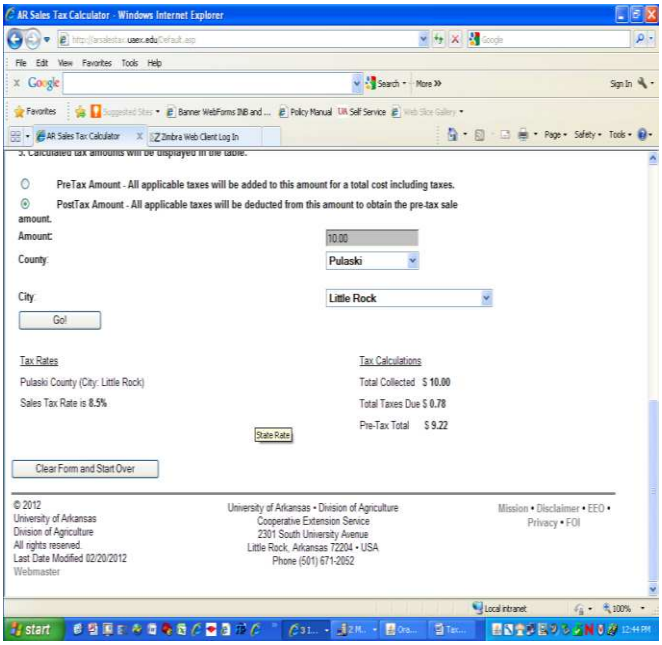
Using the Sales Tax Calculator

Pre-Tax Example



Sale Amount	**$10.00**
Total Tax Amount	**.85**
Total Collected	**$10.85**

Post-Tax Example



Total Collected	**$10.00**
Total Tax Amount	**-.78**
Sale Amount	**$9.22**