Configure Tax on Charging sessions (US)

Introduction

Rules on taxation of charging sessions have evolved as the EV industry has matured. Several states have Sales Tax requirements on EV charging, which are further complicated by Marketplace Facilitator rules, and a small number of states have now rolled out special Excise Taxes specifically for EV charging. To assist station owners with configuring taxes on charging sessions, ChargePoint®has implemented two new features:

- **Automated Sales Tax Service:** ChargePoint® uses a service provider to automatically lookup Sales Tax rates for every location where you install a charging station, apply those rates to the stations, calculate the Sales Tax, and, acting as the Marketplace Facilitator for the transactions, remit the Sales Tax directly to the local tax authority

- **Excise Tax Enhancement:** In contrast, Excise Taxes are the responsibility of the station owner, and ChargePointhas built a feature to allow station owners to manually configure Excise Taxes, which will be collected from drivers and paid out to station owners so that they can remit Excise Tax to the local tax authority.

In This Document

Before You Begin

If you do not have charging stations located in a state that has Excise Taxes, then there is nothing that you need to configure. ChargePointwill automatically configure the Sales Tax for all charging sessions that incur a fee, and the tax revenue will be automatically remitted to the local tax authority. You can view the configured Sales Tax rules and the reports that detail the taxes that ChargePointwill remit, but that information is not modifiable, because ChargePointassumes the responsibility for paying those taxes. If you do have charging stations located in a state

that has Excise Tax, then this guide describes the steps you need to take to configure the Excise Tax for charging sessions. The reports will also include the Excise Taxes that have been configured for your stations. In order to configure Excise Tax, your organization needs to have charging stations activated into your Organization on ChargePoint, and you need to have enabled Flex Billing so that you can collect fees for charging sessions.

Viewing Configured Sales Taxes

If you would like to view the Sales Tax Rules that have been automatically configured on your charging stations, you can use the Tax Preview feature of the Pricing Rule editor to see what the taxes will look like on your stations before they get configured.

1. Start by logging in to ChargePoint as either the Network Manager, Station Manager, or Depot Manager role and click **Stations > Pricing and Reservations > Pricing Rules**.
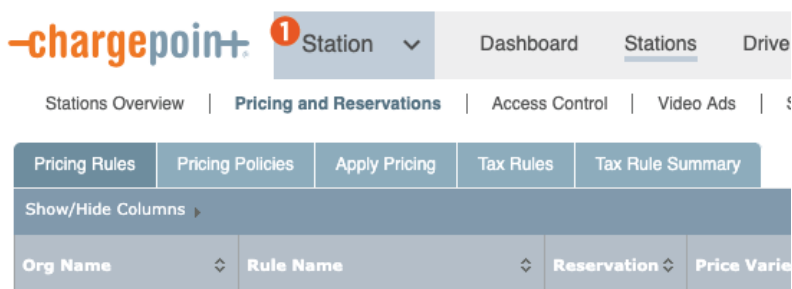

2. Click anywhere in the row of the Pricing Rule you would like to view, then select View/Edit… from the popup menu. If you don't have any configured pricing rules, you will need to create one by following in the instructions in the Collect Payment for Station Use guide.

3. Navigate to the Tax Preview page in the Pricing Rule editor, by clicking Previous or Next.

4. To preview taxes that will be applied, enter the postal code and hit Enter.
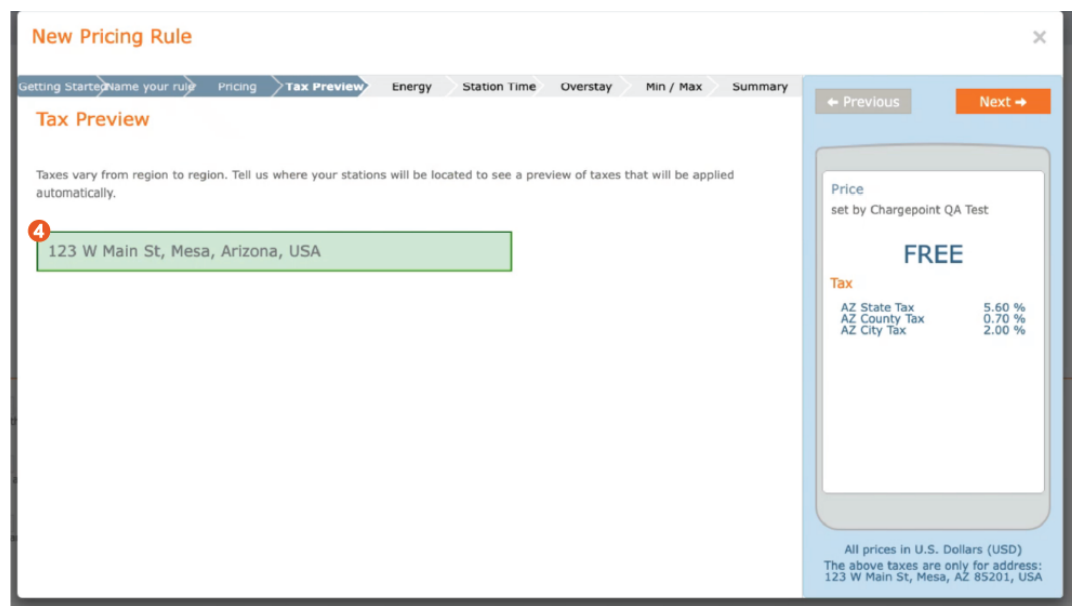
Create an Excise Tax Rule

1. In order to configure Tax Rules that will be applied to charging stations activated in your Organization login to ChargePoint as either the Network Manager, Station Manager, or Depot Manager role and click **Stations** > **Pricing and Reservations** > **Tax Rules**. If you already have Tax Rules configured in your Organization, this page will show them in the table view.

2. Click **Create Tax Rule**.
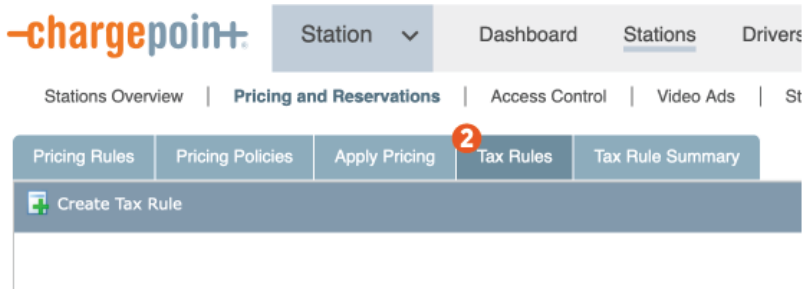
3. Select the **Organization** where the charging stations are activated that you would like to configure.

4. Enter a **Tax Rule Name** that you would like to use for your own tracking purpose.

5. The **Description** property is optional, and it is not displayed to the end user

6. In the Text to Display to Driver field. For Excise Taxes, it is recommended that you use the description required by your state. For details view our **FAQ**.

7. Enter the Rate for the tax. If the tax should be expressed as $/kWh, change the unit from % to $/kWh. For details on the requirements for your state view our **FAQ**.

8. If you are ready to Enable this Tax Rule on your stations, you can set the **Status** to Enabled.

9. The **Customer Tax Rule ID** is an optional field that you can use for your reference. It is also not displayed to the end user.

10. Excise Tax rules differ by state. It is recommended that before applying Tax Rules, you should create a Custom Station Group with all of the stations you own that qualify. Once you do this, you can select that Station Group from the Station filter section, by selecting **Custom Group Name** and entering the name of the Custom Station Group that you created. For details on creating Custom Station Groups, see this documentation.

> o If you click **Recompute Now**, the system will determine which of the activated stations in your Organization match the filters that you have configured. Clicking on the Stations tab at the top will show you the list of the stations that matched.

11. Once you click **Save and Finish**, the Tax Rule will be automatically applied to all of the stations that match the Station filters that you have selected.

> o If you are not ready to push the Tax Rule to your stations, but you would like to save it, you can set the **Status** to Disabled, and then click **Save and Finish**.

Viewing Configured Tax Rules

Once Tax Rules have been applied to stations, the stations that have been configured with each rule can be viewed in the Tax Rule Summary page. On the charging stations and in the ChargePointMobile App, you can also see the tax information using the instructions below.

Tax Rule Configuration Summary

1. Login to ChargePoint and click **Stations** > **Pricing and Reservations** > **Tax Rule Summary**.

2. Each row of this table will display the station name, address, and tax rule details that have been configured.

Tax Rule Display on Charging Station Screens

On ChargePoint stations, you can view the tax details using these steps.

1. Click the Price button on the station.

o For a CT4000, use the button below the screen under Price.

o For other ChargePoint station models, touch the Price button the screen

2. When the price screen is shown you might need to scroll down to view the complete tax configuration

o For a CT4000, use the button below the screen labeled Down.
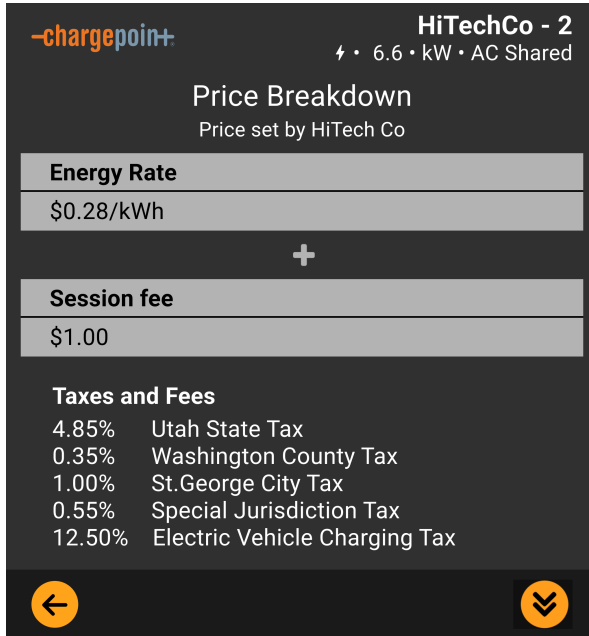
o For other ChargePoint station models, touch the Down button on the screen.

3. At the end of a charging session, the tax information will be shown on the screen with the summary of the session details.

Tax Rule Display on the ChargePoint Mobile App

Drivers can view the tax applied to a station before they charge there by following these steps.

1. Opening the ChargePoint Mobile App

2. Find the station on the map and tap its icon

3. Scroll down to see the **Price** and click the ^ icon to display the detailed pricing information including configured taxes under the **Taxes and Fees** section.
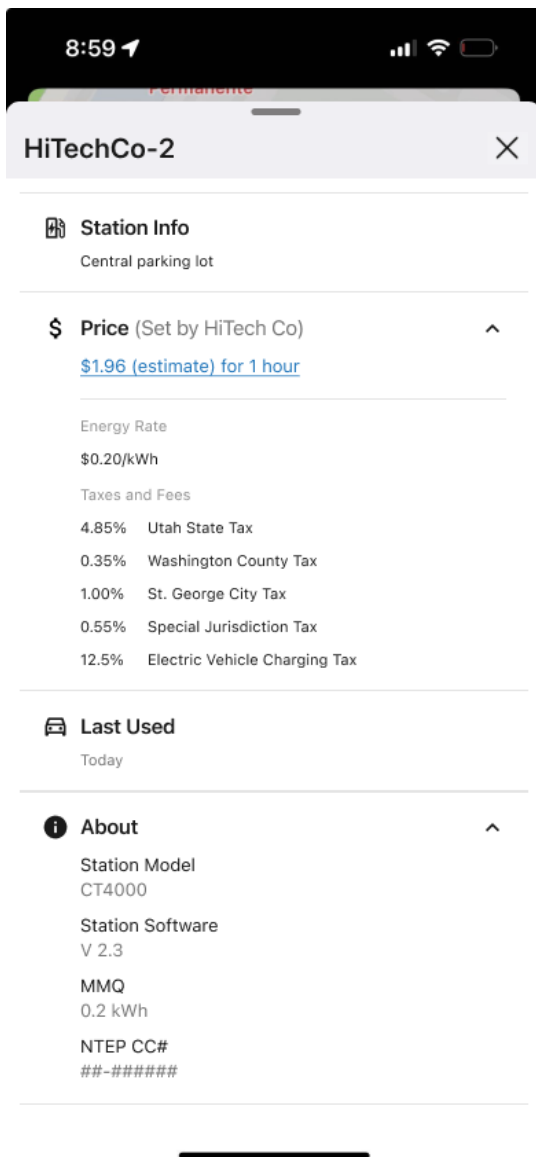
At the end of a charging session, customers can view the receipt by following these steps.

1. Login to the ChargePoint Mobile App

2. Tap Activity

3. Tap the charging session in the list

4. Tap Receipt > to view the full receipt including the full tax details as shown in the example below.

Tax Reports

As drivers use your stations that have configured Tax Rules, the system will generate reports that you can use to help you remit taxes to your local tax authority. Use these steps to view these reports.

1. Login to ChargePoint and click **Reports** > **Financial** > **Tax**.

2. The **Tax Summary** report is generated at the end of the month, and it includes the total amount of tax collected from drivers and paid out to your organization for each Tax Rule that you have configured across all of your charging stations.

3. If you click **Tax Detail**, you can see the total amount of tax for each tax rule applied to every charging session where tax was applied. If you have stations that do not have pricing enabled, then you will not see those sessions in this table.