

**Step by Step Instructions for adding new rates each quarter.**

1. Go to the Dept of Revenue website:  
<http://dor.wa.gov/Content/FindTaxesAndRates/RetailSalesTax/DestinationBased/>
2. Go to the link that says **Downloadable databases**.
3. Scroll down to the ZIP+4 section.
4. You should be able to find download links for the latest quarter. Download the **short** version.
5. Put the file into a folder of your choosing (where you intend to keep it and work on it).
6. Extract the text file and rename the extension from **txt to csv**.
7. Open the csv file with Excel.
8. Save the file under a new name and new excel extension:  
Example: from Zip4RatesQ22009-Short.csv to Zip4RatesQ22009-TEMP.xlsx.
9. Delete the first zip code rows from the list that don't start with a 9.
10. Delete columns D, E, G, H & I from the list. All we should have left are:  
A: The 5 digit codes; B: 4 digit start; C: 4 digit end; F: local tax rate. After deleting will be A, B, C, D.
11. NOW FOR THE REAL WORK:

- a. The first row will be different from the rest, input the following:

E1 input	=B1
F1 input	=C1
G1 input	=D1

- b. For row 2, input the following:

E2 input	=IF(A2=A1,IF(D2=D1,E1,B2),B2)
F2 input	=IF(A2=A1,IF(D2=D1,C2,C2),C2)
G2 input	=D2

- c. Copy E2, F2 & G2 into the remaining rows down to the end.  
FYI: This task isolated out which tax rates change from one row to the next and which ones stay the same.
- d. Input the following:

H1 input	=CONCATENATE(A1,"-",TEXT(E1,"0000"))
I1 input	=CONCATENATE(A1,"-",TEXT(F1,"0000"))
J1 input	=IF(H1=H2,0,CONCATENATE(H1,"-to-",I1))

- e. Copy H1, I1 & J1 into the remaining rows down to the end.  
Probably also a good idea to auto-fit the column widths.  
FYI: This task combined the 5 & 4 digits into ZIP+4, then combined those into ranges.  
Unnecessary ranges are now labeled with a 0 in column J.

12. Save the Excel File.
13. Now save it again, using the Save As command and give it a new name.  
You can close the first one, we are keeping it as a safety backup. (It usually closes on its own.)
14. We need to eliminate the extra rows, but before we do that, we have to convert some formulas into raw numbers.  
Select the entire columns E & F.
15. Copy and paste into a blank notepad.
16. Delete the contents of E & F, but do not delete the columns.
17. Go to the notepad. Select All. Copy and paste the numbers back into columns E & F.  
The numbers on the sheet should look exactly as they were before. We have only eliminated the formulas and replaced them with raw numbers. You can close notepad.
18. Select cell J1, then go to the **Data** tab at the top. Then select **Remove Duplicates**.
19. It will ask you which columns we want to search. Unselect all, then put a check mark next to Column J. Then click Ok.
20. Removing duplicates leaves one 0 left in column J. On my sheet, this was at Row 20. Regardless of where it is, you must find it. If having trouble, use the Find command (ctrl+F). These instructions will use Row 20, but change your new sheet appropriately.
21. Make note of the Row above. (Row 19) Specifically, look at J19. When we're done with this step, make sure J19 shows exactly as it does now.
  - a. Delete Row 20.
  - b. For some reason J19 gets screwed up. Delete the contents of J19.
  - c. Copy and paste J18 into J19.

22. Now we need to format the tax rates.
  - a. Select Column D. (or G, doesn't really matter which).
  - b. Change the format to percentage with one decimal place.
  - c. Copy Column D into a blank notepad.
  - d. In note pad, go to Edit > Replace.
  - e. Find what: %  
Leave the replace field blank.  
Select Replace All.
  - f. Select All. Then Copy and Paste into the Excel sheet at Column K.
  - g. Save the file.
23. Now we need to get the data ready for importing.
  - a. For ease, we'll use a sheet already prepared with the following Column headers:
    - i. local\_tax\_id should be numerically sequenced 1 thru ...
    - ii. zone\_id should all be the same for the WA zone -- 62
    - iii. local\_fieldmatch should all be the same -- postcode
    - iv. local\_datamatch should be the list of zip code ranges
    - v. local\_tax\_rate should be the list of local rates formatted as 2.1 instead of 0.021.
    - vi. local\_tax\_label is the list of city names
    - vii. local\_tax\_shipping should all be the same -- false
    - viii. local\_tax\_class\_id should all be the same -- 1
  - b. Open up the import sheet from the previous qtr: example: localtax\_import\_090410.xls
  - c. Save the file under a new name using Save As.
  - d. In the new sheet, Delete the contents of Columns D & E. Leave Row 1 in place.
  - e. Go back to our Zip4Rates sheet. Select Columns J & K.
  - f. Copy and paste into a blank notepad.
  - g. In notepad, select all and copy.
  - h. In our import sheet, paste the data at cell D2.
  - i. Go to the bottom of the import sheet.  
Make sure all of the data for all of the columns has the same number of rows.  
The number of zip ranges may or may not change from one quarter to the next. It really depends on the extent to which some zips match others.  
You may need to copy data or delete data depending.  
Just make sure to leave columns D & E unchanged. Adjust the other columns to match.
  - j. Save the file.
24. Now we're ready to import.  
Refer to **MySQL ODBC MSAccess Import Info.pdf**  
Pick a time with low traffic and when you won't need to use the computer for anything else.  
**The amount of data is huge and the import takes a very long time.**  
I don't know exactly how long it takes, but probably close to an hour. It's probably worthwhile to time it if you have the chance.

Cheers.