

## HST for PCLaw — Nova Scotia Firms (Versions 8.XX and Higher)

**\*\*All Firms — Consult with your PCLaw™ CIC, Tax Advisor or Accountant before implementing any of these changes in PCLaw as tax implications may exist. \*\***

Effective July 1, 2010, the harmonized sales tax (HST) for Nova Scotia will increase from 13% to 15%.

Details of this change can be found on the Government of Nova Scotia's web site at:

[http://www.gov.ns.ca/finance/site-finance/media/finance/NS\\_Trans\\_Rules\\_HST\\_Increase2010.pdf](http://www.gov.ns.ca/finance/site-finance/media/finance/NS_Trans_Rules_HST_Increase2010.pdf)

### 1. Generate final invoices for all clients before July 1, 2010

- a. Before July 1, 2010, create final bills for all PCLaw clients up to and including June 30, 2010. The A/R date must reflect the bill to date. These bills will process with HST and/or sales tax (if applicable) at 13%.

### 2. Change the firm default tax rate

Default Tax configurations in System Settings are assigned to each new matter as it is created.

- a. From the Options menu, click System Settings.
- b. Select the Tax tab. The System Settings > Tax window appears.

**System Settings**

Provincial | Memorized Transactions | **Cheque Pattern** | Front Office | Research  
 Firm | Other | Data Entry | Banking | **Tax** | Matter | Billing | Past Due/Interest

**Sales Tax**

Charge Sales Tax on Fees  
 Rate on Fees: 15  
 Charge Fees Entered Before: 1/1/1982  
 At a Rate of: 0

Charge Sales Tax on Disb  
 Rate on Disbursements: 15  
 Post Input Tax Credit to G/L  
 Add to Charges On or After: 1/1/1982  
 Exempt from Charges Before: 1/1/1982

**Goods and Services Tax (HST)**

Charge Goods and Services Tax (HST)  
 Sales Tax Rate: 0  
 Rate on Fees: 13  
 Rate on Disbursements: 13

Matters - Taxable by Default

- c. In the Goods and Services Tax (HST) area, type 15 in both the Rate on Fees and Rate on Disbursements boxes. To save your settings, click **OK**. A PCLaw prompt appears.

**PCLaw**

? You have changed the default HST rates for new matters, would you like to change the rates on existing matters?

Yes No

- d. To change the rate for all existing matters at this time, click **Yes**. The Change Matter GST Rates window appears.

**Change Matter HST Rates**

Change Fee Rates  
 Old Rate: 13.00  
 New Rate: 15.00

Change Disb Rates  
 Old Rate: 13.00  
 New Rate: 15.00

OK Cancel Help

- e. To apply these changes to all existing matters whose HST rate matches the value in Old Rate, click **OK**. Matter HST rates are changed to the new rate. If you have matters that did not have the Old Rate value, you must change those matters individually, through the Billing tab of Matter Manager.