



QUICK START GUIDE

1. Sign up your business using our online form:

<https://1percentforopenspace.org/join/sign-up-form/>



2. Set up your POS system: Most POS systems have the capability to set up an additional tax line item so that the 1% for Open Space opt-out donation shows up on a different line than the sales tax. You should aim to set up the 1% program this way.

- a. Square - From Menu:

- i. go to tax items
- ii. set up tax items
- iii. add tax
- iv. name it 1% for Open Space
- v. 1% additional tax added before sales tax

- b. Lightspeed - From Menu:

- i. From the main menu, click Settings > Sales Taxes.
- ii. Click + New Sales Tax.
- iii. Enter a tax name.
- iv. Enter a tax rate (1%)
- v. Click Save Changes.

- c. Clover

- i. Visit
<https://www.clover.com/help/set-up-taxes/?device=6bPljSaxAQUg2eYAm6Kuiw>
- ii. Choose your POS system
- iii. Follow instructions to set up addition "Taxes"

3. Start collecting your 1% donation from your customers! We are so grateful for your support and for your commitment to helping continue our legacy of conservation and stewardship in the Gunnison Valley.
4. Use the infographic to educate your employees on the work 1% for Open Space does
5. Send your first donation to us via check or online:

<https://1percentforopenspace.org/partners/businessdonations/>

Checks can be written to:

1% for Open Space
PO Box 1974
Crested Butte, CO 81224