

Sales of goods on town squares and markets

This information is for people who sell goods on town square or markets. Its purpose is to help you to proceed correctly. If you have any questions, you are welcome to contact us at the Swedish Tax Agency. You can either visit our website skatteverket.se or phone our information service (Skatteupplysningen) at **+46 771-567 567**.

Town square and market trading is the sale of goods on streets, town squares, markets, flea markets, fairs, sporting events, festivals, in temporary premises and similar.

Such sales can be divided into three groups depending on what you are selling and in what scope they are being sold.

They can be defined as one of the following:

- business activities
- hobby activities
- sale of personal effects

Requirement on using a cash register applies to businesses only

Cash registers

The requirement on using a cash register applies to those who operate a business. This means that hobby activities and temporary sales in a limited scope, e.g. fundraising by school students, are not subject to the requirement on using a cash register.

The cash register you use must be approved, which means it must have a manufacturer's declaration and a certified control unit.

Certain types of business are exempt, including businesses where the cash sales are in an insignificant scope. Insignificant scope refers to

- cash sales that do not normally exceed four times the price base amount including statutory value added tax
- cash sales that only occur on an exceptional basis and where the scope of such sales is small compared to the company's total sales.

Read more about price base amounts and other exempted types of business at www.skatteverket.se.

The Swedish Tax Agency can grant a full or partial exemption in cases where a certain obligation linked to the requirement on using a cash register is deemed to be unreasonable. Outdoor trading in difficult weather conditions is not sufficient grounds for exemption. The non-availability of electric power at the place of

trading is also not sufficient grounds for granting an exemption. If you think there are sufficient grounds for you to be granted an exemption, you can apply to the Swedish Tax Agency for an exemption, please use form SKV 1510.

If you are *selling goods both in a store and on a town square*, you are required to use a cash register in both places even if the sales registered on the town square amount to less than four times the price base amount. The reason for this is that the limit of four times the price base amount applies to the company's total sales and that town square sales are not normally considered to be a separate operation within the company.

Unmanned cellar-door sales are not subject to the cash register requirement. This applies irrespective of the scope of such sales. Unmanned cellar-door sales shall therefore not be included if you are registering other cash sales (e.g. town square) that are subject to the rules on cash register use.

Registering your cash register

You are required to register your cash register and control unit with the Swedish Tax Agency. The simplest way to do this is at the Tax Agency's e-service for cash registers. You will find it at www.skatteverket.se.

Cash receipts

You are required to always offer the customer a cash receipt. You must always produce a cash receipt irrespective of whether the customer pays in cash or by credit card.

Other forms of electronic payment are subject to the same requirements as credit card payments. You may

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give the customer an electronic cash receipt instead of one in paper format if you have the means to do so. You are required to produce a cash receipt – in paper or electronic format – even if the customer does not ask for a cash receipt or if the customer leaves without waiting for the receipt. You may subsequently dispose of the receipt. You can dispose of an electronic cash receipt by sending it from your company to an external electronic recycle bin.

Address information on cash receipts

A cash receipt must contain certain information, e.g. the address of your place of business. It is common for companies who conduct town square and market trading not to have access to business premises at their trading location. In this case you may give another address. It could be your home address or a PO box.

No access to electric power or in the event of a power failure

If there is no electric power available at your place of trading you are required to arrange your own supply of electric power or use a battery-powered cash register. In the event of an unexpected power failure where you are using a mains-operated cash register, you may continue to sell goods without registering the sales in the cash register while you wait for power to be restored. In other words you are not required to have a battery-powered cash register as back-up.

Reporting a malfunctioning cash register to the Swedish Tax Agency

If your cash register stops working due to a malfunction you are required to report it to the Swedish Tax Agency. This applies particularly in the case of a prolonged operational interruption. This includes a malfunction that requires the cash register to be repaired and the repair work cannot be performed on the day of trading. You are not required to report a cash register malfunction caused by power cuts, bad weather or other circumstances over which you have no control.

Documenting sales if your cash register malfunctions

If you are unable to register your sales in the cash register due to a power failure you are required to register the sales in another suitable manner. Sales shall be documented in accordance with the provisions of the Swedish Accounting Act and the standards of the Swedish Accounting Standards Board. This means that it is sufficient to register the transaction in a cash book or cash report. In such cases you should not register

the sale in the cash register retroactively. You can offer the customer a receipt from a receipt book.

When you use a cash register

Points to remember when you use a cash register:

- make sure the clock inside the cash register is correctly set.
- register the cash float in the cash register before you begin the day's sales
- print and save a 'Z report' for each day you have registered sales.
- save the cash register's control ribbon or journal for seven years as it is classed as accounting material.
- keep the instruction manual for the cash register which lists all its functions and shows how to adjust the settings.

Personnel ledger

You are required to maintain a personnel ledger if you operate a business such as but not limited to restaurant services, beauty and personal care and servicing and repair of vehicles. This means you are required to keep a daily record of personnel who work for you and at what times. You should keep the personnel ledger at your place of business. If you run a business via a mobile kitchen, e.g. a hotdog stand, the stand is your place of business.

Swedish Tax Agency's inspection visits

The Swedish Tax Agency performs inspection and control visits without prior notice. If you receive one of these visits you are required to provide the information that the agency requests. The purpose of these visits is to ensure that your cash register complies with the existing requirements and to check that you are using your cash register in the correct manner. During such inspections, the Tax Agency can perform customer counts, make control purchases, perform receipt controls and carry out an inventory of the cash float. The agency can also inspect your personnel ledger to check that all the people at work are registered. If you fail in the fulfilment of your obligations the Tax Agency may decide to charge an inspection fee. The decision can be appealed against.

The Swedish Tax Agency also performs unannounced inspection visits to control the identity of the person conducting market or town square trading and to check the validity of your F tax slip (tax slip for the self-employed) and ask questions about your business.

