

# How to Set Up a Tax Rate

## Description

Use this function to set up a Tax Rate

## Step by Step

- 1 Click on the plus sign (+) to the right of your tabs. From here, click **Tax Rate**
- 2 Click **New**
- 3 Enter a **Tax Code**
- 4 Check off the **Active** checkbox
- 5 If applicable, enter a **Federal Rate**
- 6 If applicable, enter a **Provincial Rate**
- 7 Enter an **Effective Date**
- 8 Verify the data and click **Save**

**Tax Rate Edit** Save Save & New Cancel

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**Information**

Tax Code	<input type="text" value="ON-TAXABLE"/>
Active	<input checked="" type="checkbox"/>
Federal Rate	<input type="text" value="13.000"/>
Provincial Rate	<input type="text"/>
Effective Date	<input type="text" value="1/1/2010"/> [ <input ]<="" td="" type="text" value="7/7/2014"/>

Save Save & New Cancel