Company > Taxes

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Basic Tax Settings

Basic tax settings may be configured under [Settings] > [Company] > [Taxes] > [Basic Tax Settings].

Option	Details
Enable Tax	If checked tax will be enabled and all new invoices whose line item supports tax will have taxes applied as per the tax rules.
Cascade Tax	If checked level 2 taxes will be applied to the subtotal plus any tax calculated from the level 1 tax. That is, this enables tax on tax.
Tax Setup Fees	If checked setup fees will be taxed.
Tax Cancellation Fees	If checked cancellation fees will be taxed.
Tax ID/VATIN	Set this to your Tax ID or VATIN.

Tax Rules

Tax rules may be configured under [Settings] > [Company] > [Taxes] > [Tax Rules].

Option	Details
Tax Type	Taxes may be either inclusive (tax included in item price) or exclusive (tax not included in item price).
Tax Level	Level 1 taxes only apply on a country level, Level 2 taxes apply on both a country and state/province level.
Name of Tax	The displayed name of the tax (e.g. Sales Tax).
Amount	The percentage of the tax. For an 8.75% tax enter 8.75.
Country	The country the tax rule applies to.
State/Province	The state/province the tax rule applies to. May only be set for Level 2 taxes.