Tax Settings

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Jackrabbit allows you to enter a default tax setting for fees/services as well as goods/products.



The settings below are only for fees and services. To edit tax charged on good/products you sell using Jackrabbit's POS/Store functionality go to ***Tools*** *>* ***Edit Settings*** *>* ***Drop-down Lists*** *>* ***Item Tax Rates****. See the* ***Store Set Up*** *section for more information.*

1. Go to **Tools** and click **Edit Settings**.
2. Scroll down on the main page (*Organization Defaults*) to the *Tax Settings* section.
3. Set *Make Sale/Post Fees: Add tax in the "Post Fees" section* to **Yes** to calculate tax automatically in the *Make Sale/Post Fees* window, *Post Fees section*. The *Post Fees* section is used to post any type of fee, including non-service fees (goods/products/merchandise).
4. Set *Tax Tuition Fees* to **Yes** only if you tax tuition (class fees).
5. Set *Tax Registration Fees* to **Yes** only if you tax registration fees.
6. Set *Tax Rate* to the appropriate tax rate percentage (Example: 8.7500).
7. Enter a *name* for taxes in the *Tax Label* field. (Examples: Sales Tax, GST, etc.) This tax label will appear in sections of Jackrabbit where a tax label is generated. (If you don't enter a label, Jackrabbit will use the word *Tax* in areas where a label is generated.) **Save Changes.**

