

General Settings - Organization Defaults

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Go to **Tools > Edit Settings > Organization Defaults** (left menu) > **General** (section) to enter your organization's general address and contact information including company name, address, primary phone number, website, email, and Tax ID.

General Settings

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General

COMPANY NAME
Jackrabbit Help Center

ADDRESS1
9820 Northcross Center Ct

ADDRESS2

CITY
Huntersville

STATE
North Carolina

ZIP/POST CODE
28078

PRIMARY PHONE
(704) 895-4034

WEBSITE
www.jackrabbitclass.com

EMAIL
education@jackrabbittech.com

TAX ID LABEL ?

TAX ID NUMBER



Add a **Tax ID Label** and **Number** in this section to add your organization's tax information to receipts, statements, and transaction details printed from the Parent Portal.