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Tax Agencies

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Overview

Tax Agencies are the entities to which you owe taxes on your transactions. Tax Agencies are assigned to <u>Tax Codes</u> in SalesPad Cloud.

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To get started, select **Tax Agencies** from the Settings menu.

To create a Tax Agency, click the **Create Tax Agency** button in the upper left-hand corner of the screen.

Tax Agency Setup	
Create Tax Agency	Tax Agency Name
Tax Agency Setup	State of Michigan
Active Inactive	
State of Michigan	

The Create Tax Agency drawer will appear. Give your Tax Agency a name and click **Save** to close the drawer.

To set a Tax Agency as Inactive, you need to make that change in your QuickBooks Online account.