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## Tax Agencies

Cavallo IT - 2024-12-02 - Settings

### Overview

Tax Agencies are the entities to which you owe taxes on your transactions. Tax Agencies are assigned to [Tax Codes](#) in SalesPad Cloud.

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.



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.