

Adding Tax Exemption Types

You can add a tax exemption type in order to exempt certain business from paying taxes, such as a non-profit organization.

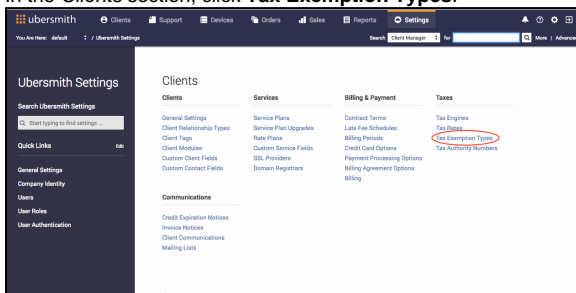
Access the Tax Exemption Types Page

1. From the *Ubersmith Dashboard*, click **Settings**.



The *Ubersmith Settings* page appears.

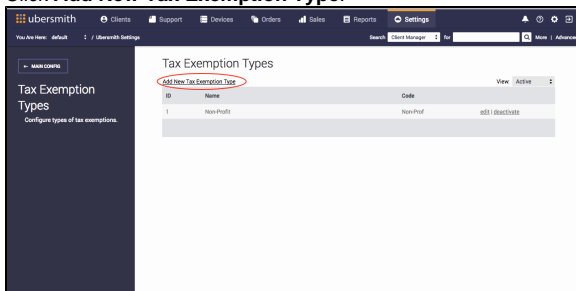
2. In the *Clients* section, click **Tax Exemption Types**.



The *Tax Exemption Types* page appears.

Complete the Add Tax Exemption Types Page

1. [Access the Tax Exemption Types page.](#)
2. Click **Add New Tax Exemption Type**.



The *Add Tax Exemption Type* page appears.

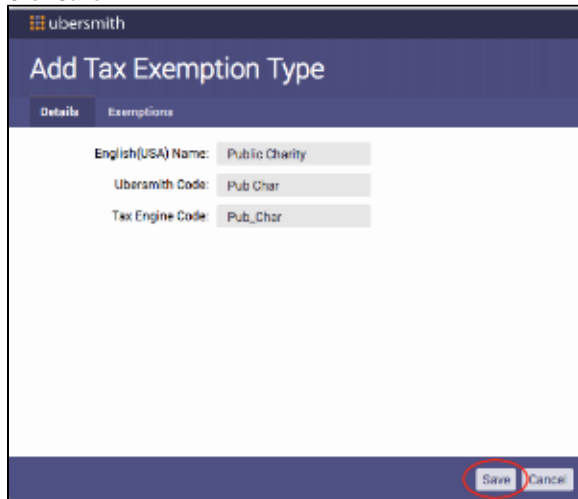
3. In the **Name** field, type the name of your tax exemption.
4. In the **Ubersmith Code** field, type the code to display that is associated with the name.
5. In the **Tax Engine Code** field, type the code that your third-party tax engine uses for the exemption.

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On this page:

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6. Click **Save**.



The screenshot shows a web application window titled 'ubersmith' with a dark blue header. Below the header, the main title is 'Add Tax Exemption Type'. There are two tabs: 'Details' (selected) and 'Exemptions'. The form contains three input fields, each with a label and a value:

Field Label	Value
English(USA) Name:	Public Charity
Ubersmith Code:	Pub Char
Tax Engine Code:	Pub_Char

At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

Related Topics

[Adding Tax Engines](#)

[Adding Tax Rates](#)

[Adding Tax Authority Numbers](#)

[Managing Tax Engines](#)

[Managing Tax Rates](#)

[Managing Tax Exemption Types](#)

[Managing Tax Authority Numbers](#)

[Setting the Default Tax Calculation Method](#)