

Adding Tax Authority Numbers

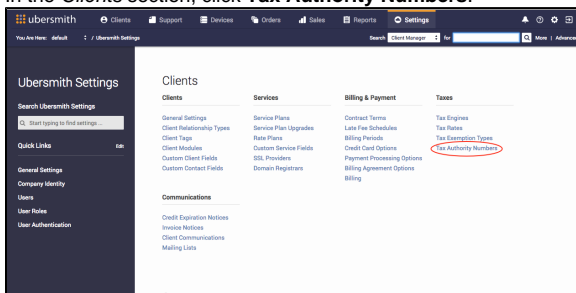
You can configure numbers specific to your governing tax authority, such as tax identification number (TIN) for the United States, and business number (BN) for Canada.

Access the Tax Authority Numbers Page

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



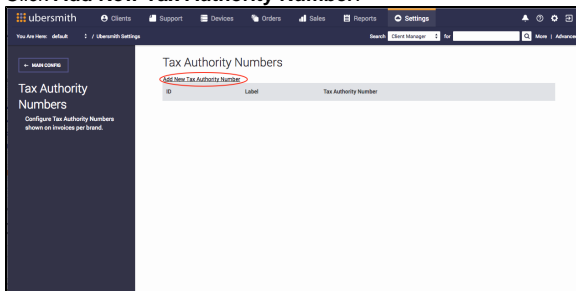
2. The *Ubersmith Settings* page appears.
3. In the *Clients* section, click **Tax Authority Numbers**.



The *Tax Authority Numbers* page appears.

Complete the Add Tax Authority Numbers Page

1. Access the [Tax Authority Numbers](#) page.
2. Click **Add New Tax Authority Number**.



The *Add New Tax Authority Number* page appears.

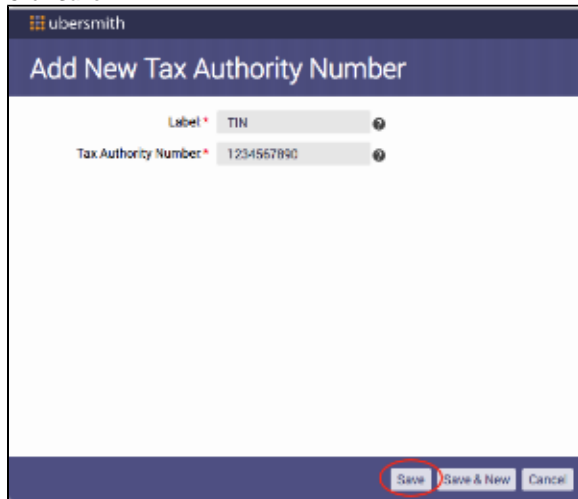
3. In the **Label** field, enter the name of your tax authority number, such as TIN, federal, state, etc.
4. In the **Tax Authority Number** field, enter the appropriate number that corresponds to the associated label above.

On this page:

On this page:

- [Access the Tax Authority Numbers Page](#)
- [Complete the Add Tax Authority Numbers Page](#)
- [Related Topics](#)

5. Click **Save**.



ubersmith

Add New Tax Authority Number

Label * TIN ⓘ

Tax Authority Number * 1234567890 ⓘ

Save Save & New Cancel

Related Topics

[Adding Tax Engines](#)

[Adding Tax Rates](#)

[Adding Tax Exemption Types](#)

[Managing Tax Engines](#)

[Managing Tax Rates](#)

[Managing Tax Exemption Types](#)

[Managing Tax Authority Numbers](#)

[Setting the Default Tax Calculation Method](#)