

Adding Tax Authority Numbers

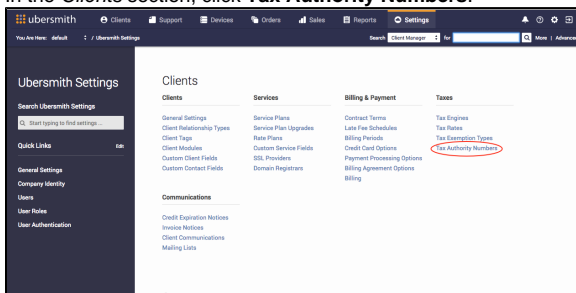
You can configure numbers specific to your governing tax authority, such as tax identification number (TIN) for the United States, and business number (BN) for Canada.

Access the Tax Authority Numbers Page

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



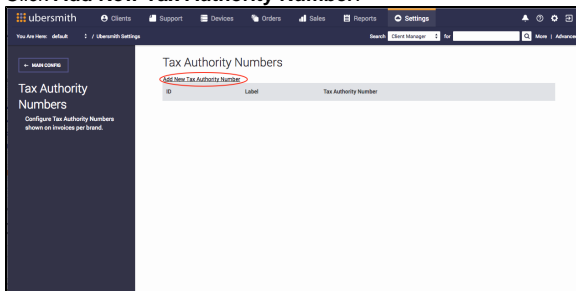
2. The *Ubersmith Settings* page appears.
3. In the *Clients* section, click **Tax Authority Numbers**.



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.

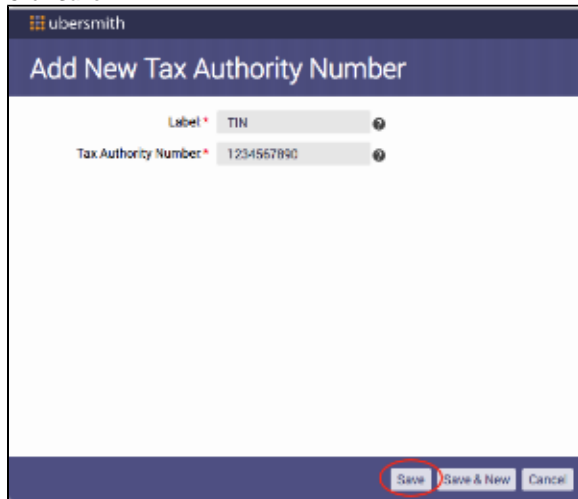
3. In the **Label** field, enter the name of your tax authority number, such as TIN, federal, state, etc.
4. In the **Tax Authority Number** field, enter the appropriate number that corresponds to the associated label above.

On this page:

On this page:

- [Access the Tax Authority Numbers Page](#)
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5. Click **Save**.



The screenshot shows a web application window titled "ubersmith" with a header "Add New Tax Authority Number". The form contains two input fields: "Label" with the value "TIN" and "Tax Authority Number" with the value "1234567890". Both fields have a red asterisk indicating they are required. At the bottom right, there are three buttons: "Save", "Save & New", and "Cancel". The "Save" button is circled in red.

Related Topics

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[Adding Tax Exemption Types](#)

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[Managing Tax Authority Numbers](#)

[Setting the Default Tax Calculation Method](#)