

Adding Tax Authority Numbers

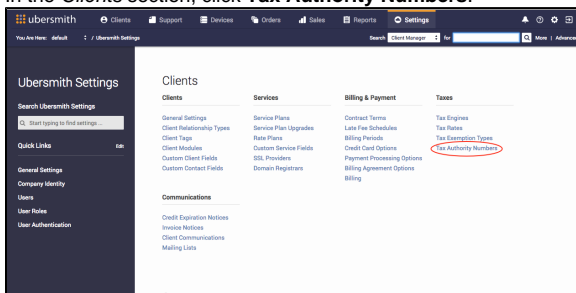
You can configure numbers specific to your governing tax authority, such as tax identification number (TIN) for the United States, and business number (BN) for Canada.

Access the Tax Authority Numbers Page

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



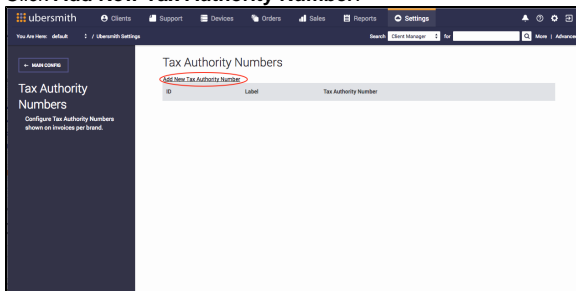
2. The *Ubersmith Settings* page appears.
3. In the *Clients* section, click **Tax Authority Numbers**.



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.

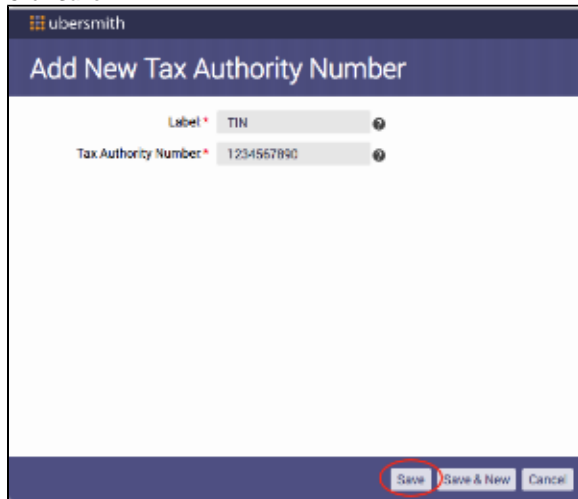
3. In the **Label** field, enter the name of your tax authority number, such as TIN, federal, state, etc.
4. In the **Tax Authority Number** field, enter the appropriate number that corresponds to the associated label above.

On this page:

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5. Click **Save**.



The screenshot shows a web application window titled "ubersmith" with a dark blue header. Below the header, the main title "Add New Tax Authority Number" is displayed in white. The form area has a light gray background and contains two input fields. The first field is labeled "Label" with a red asterisk and contains the text "TIN". The second field is labeled "Tax Authority Number" with a red asterisk and contains the text "1234567890". Both fields have a small circular icon to their right. At the bottom of the form, there is a dark blue bar containing three buttons: "Save", "Save & New", and "Cancel". The "Save" button is highlighted with a red circle.

Related Topics

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[Adding Tax Rates](#)

[Adding Tax Exemption Types](#)

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[Managing Tax Authority Numbers](#)

[Setting the Default Tax Calculation Method](#)