

# Adding Tax Authority Numbers

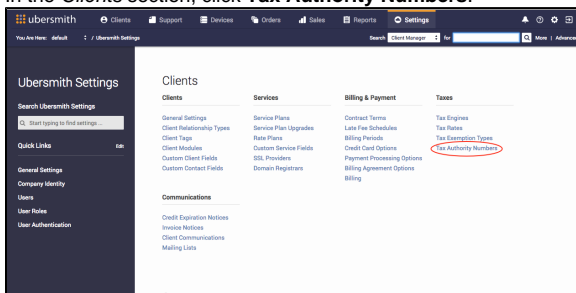
You can configure numbers specific to your governing tax authority, such as tax identification number (TIN) for the United States, and business number (BN) for Canada.

## Access the Tax Authority Numbers Page

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



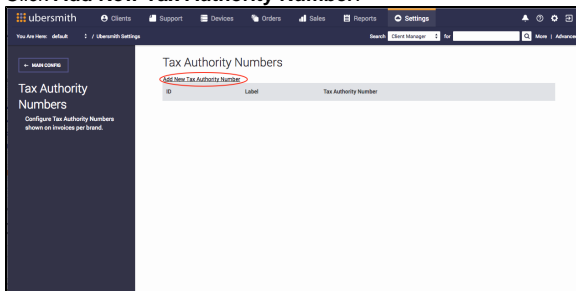
2. The *Ubersmith Settings* page appears.
3. In the *Clients* section, click **Tax Authority Numbers**.



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.

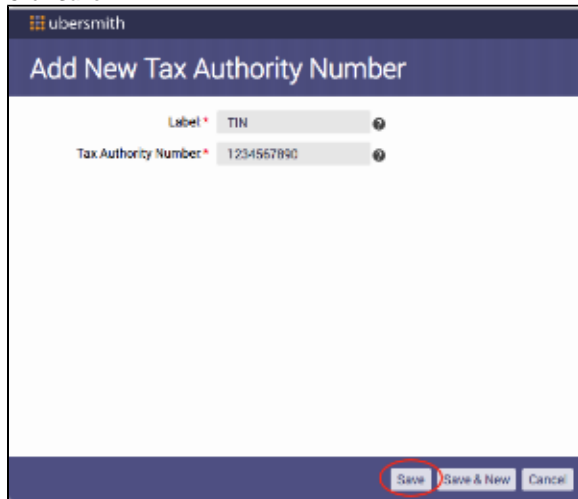
3. In the **Label** field, enter the name of your tax authority number, such as TIN, federal, state, etc.
4. In the **Tax Authority Number** field, enter the appropriate number that corresponds to the associated label above.

### 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 contains two input fields: "Label" with the value "TIN" and "Tax Authority Number" with the value "1234567890". Both fields have a red asterisk indicating a required field and a help icon. At the bottom of the form, there are three buttons: "Save", "Save & New", and "Cancel". The "Save" button is circled in red.

## 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](#)